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**Rodrigue Zamb**

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**Objective**

Seeking a position as Staff Accountant where extensive experience will be further developed and utilized.

**Areas of Expertise**

* Accounts Reconcilation and Balancing
* Accounting Reports compilation
* General Cashiering and cash auditor

**Education**

**Florida Atlantic University (Boca, Raton Florida) Graduation Date: May 1st, 2014**

**Major: Bachelor Degree in Accounting**

* **Experience**

**Harbor Safe Accounting, Pompano -Florida     May 2014 – September 2014**

**CPA Firm CPA: Peter Rudolph**

* Bookkeeping of clients records
* Bank Reconciliation of multiples Accounts
* Monthly AR recording
* Data Entry
* Tax payment
* Depreciation / Amortization schedule
* Various Revenue and expenses projects for Clients when requested
* Financial Statement Report
* P&L Report
* Balance Sheet

**Palm Beach Singer Island Resort & Spa, Singer Island -Florida     February 2014 – May 2014**

**Accounting Clerk**

* Prepares daily income audit for the different outlets of the hotel, and post journal to master account.
* Prepare daily F&B promos and Comp for the hotel
* Prepares daily cash journal entry and sent out cash variance to managers twice a week
* Prepares daily credits cards reconciliation from protobase and fusebox
* Prepares monthly prepaid employees benefits reconcilations
* Files documents in safe environment to protect customer ‘s information
* Various Revenue and expenses projects for Director of finance

**The Atlantic Hotel & Spa, Fort Lauderdale -Florida       March 2013 – June 2014**

**Staff Accountant**

**Performs Rental accounting for 124 units at the Atlantic Hotel & Spa February 2014- June 2014**

* Prepares daily revenue Tracking Report for the front desk in order to maintain the fairness of room’s rental in the month
* Provides condo owners financial information as needed
* Prepares monthly statement and billing for condo owners
* Prepares monthly check run for condo owners, and mail checks accordingly.
* Cut and send checks to owners as needed

**Performs General Cashier function for the hotel March 2013-February 2014**

* Prepares hotel’s daily bank deposit obtained from all deposits envelopes dropped in the main safe, and report any discrepancies.
* Performs regular audits of all house banks and disburse petty cash according to established guidelines.
* Prepares daily cash journal entry.
* Audits house banks twice a month

**Prepares various Accounting Functions March 2013- May 2014**

* Posts daily food and beverage promos for the restaurant
* Prepares bank reconciliation for the 4 accounts own by the hotel
* Assists Director of Finance with various tasks such as Tax Filing, Balance Sheet preparation, P&L report, and forensic accounting research.
* Prepare income Journal Posting
* Enters Coded/ approved invoices in Traverse
* Research Vendor Statements and payments inquiries as needed
* File processed invoices with check stubs
* Process weekly vendor check run
* Research credit card charge backs and disputes
* End of the month reconciliation

**Performs payroll function for the hotel October 2013- February2014**

* Efficient in ADP software
* Maintains payroll information by collecting, calculating and entering data.
* Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers
* Posts payroll Journal after each payroll, and prepare payroll accrual.
* Audit payroll before submission
* Verify that each entity each coded properly

**Performed Accounts Receivable functions for the hotel March 2013- October 2013**

* Manages wholesaler accounts, prepare weekly billing, and post payment as received.
* Prepares, verifies, and processes invoices on weekly basis
* Records all checks and payments received
* Updates each city ledger account.

**Renaissance Hotel, Plantation -Florida       April 2011 – March 2013**

**Accounting Staff**

* **Maintains accounting records by making copies, filing documents as needed.**
* **Prepares weekly employees meal deduction.**
* Maintains accounting databases by entering data into the computer; processing backups
* Verifies that night audit performance.

**Languages**

* + - French- Je peux ecrire, proprement, parler courament, et lire.
    - English- I can write properly, speak fluently, and read.

**Computer skills**

Microsoft office (Excel Functions such as Pivot Table, sumif, Vlookup, etc, PowerPoint, Word, Access,), Internet Research

**Industry Specific Programs**

Par Springer Miller System, Open System-Traverse, ADP, PMS, QuickBooks

**References**

Upon request