



## Geraldine Smith

### Qualifications Summary

Geraldine is an accounting professional with over 20 years of experience within the construction, real estate, and aviation business group of a mining consortium. She prides herself on working independently to maintaining accurate financials, maintain controls and being responsive to needs of a business. Her commitment and tenure reflects her dedication to the businesses she serves and the ability to provide support beyond accounting needs for a business. She is experienced in QuickBooks and interested in helping business to make their operations more efficient.

### Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Bank and Account Reconciliations • Cost Accounting • Budgeting • Cash Management • Financial Reporting • Payroll & 1099 Processing • Office Management • HR Functions • Vendor & Contract Management • Audit Prep

### Professional History

ASP	Consultant	2022 - Current
Marathon Management	Accounting Manager	2005 - 2022
Gencor Aviation	Senior Accountant	1991 - 1998

### Accomplishments

- Worked with in-house developers to design and implement employee portal
- Documenting and implemented policies and procedures for accounting department
- Trained employees on accounting procedures and policies
- Implemented new accounting system. Migration resulting in more efficient management reporting
- Managed cash flow and vendor relations under extremely tight monetary constraints

### Software

- QuickBooks Online, QuickBooks Desktop
- Microsoft Office Suite
- Bluebeam