

RHONDA CORTEZ
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SUMMARY

Accountant with extensive experience in accounting and performing financial functions including analysis, auditing, budgeting, cash applications, financial reporting, general ledger and accounts payable and receivable.

PROFESSIONAL EXPERIENCE

Service Tool International, Inc., Chicago, IL

Staff Accountant

June 20xx to Present

- Coordinate month-end closings and prepare financial reports for managers and bankers
- Process daily cash applications and wire disbursements
- Assist external auditors with year-end audit schedules and special reports
- Handle special projects that require research and resolve unusual issues with Accounts Payable and Receivable departments

Motor Coach Industries, Inc., Palatine, IL

Junior Accountant

September 20xx to June 20xx

- Managed Canadian subsidiary service parts accounting functions
- Assisted in the smooth transition of Canadian accounting functions to U.S. office
- Expedited monthly tax-reporting requirements to Canadian government
- Prepared weekly sales forecasts to management

Cendant Mobility, Hoffman Estates, IL

Assistant Relocation Accountant

August 20xx to September 20xx

- Audited expense reports of Fortune 500 clients for compliance with corporate policies
- Generated monthly domestic and international relocation payrolls
- Calculated home sale bonuses and area cost adjustments
- Compiled year-end tax reports for over 1,400 transferees
- Assisted in smooth transition of clients to corporate office

SKILLS

QuickBooks

Microsoft Office: Word, PowerPoint, Excel and Outlook

EDUCATION

Harper College, Palatine, IL

Associate in Applied Science, Accounting

December 20xx

Northern Illinois University, DeKalb, IL

General Education Coursework

August 20xx to May 20xx