

WILLIE JOHNSON

Career Goal: Accounting Manager / Sr. Accountant / Financial Analyst

Seeking position in financial accounting including but not limited to preparing journal entries, preparing financial statements, reconciling general ledger accounts, analyzing budget variances, and generating invoices for receivable. Seeking a position where computer experience, proven communications and interpersonal skills can be used to improve daily operations. Computer skills include proficiency in Excel, QuickBooks, MS Office 2003 & 2007, and McAleer.

Education

TROY UNIVERSITY MONTGOMERY (TSUM) – Montgomery, AL
Master of Science in Accounting

TROY UNIVERSITY MONTGOMERY (TSUM) — Montgomery, AL
Bachelor of Science in Accounting, 12/2006

WALLACE COMMUNITY COLLEGE (WCCS) – Selma, AL
Associate of Computer Science. 05/1997

Experience

SELMA CITY SCHOOLS — Selma, AL

10/2007 to Present

Payroll Clerk, 10/2007 to Present

Prepare payroll for over 500 employees. Knowledgeable of Alabama school accounting codes which cover school finance requirements, formulas, accounting procedures, the audit process and governmental accounting

- Pays all Federal, FICA, Medicare, and State taxes in a timely manner to avoid any penalties.
- Inputs and assures payment of all insurance deductions, garnishments and child supports orders.
- Prepares unemployment compensation and Medicaid Outreach Reports.
- Bills and collects all gasoline monies from local schools per billing from Transportation Departments.

SELMA CITY SCHOOLS — Selma, AL

11/2005 to 9/2007

Bookkeeper

Performed A/P functions for Federal Programs, including purchase order entry and inventory accounting. Processed monthly accruals, prepared checks, and reconciled bank statements.

- Maintained a completed and systematic set of records of financial transactions of the district.
- Summarized and balanced entries recorded in individual journal and ledgers, and transferred data to general ledger.
- Prepared monthly financial statements, income statements, and cost reports to reflect the financial condition of the Federal Program Department.

SELMA CITY SCHOOLS – Selma, AL

Office Manager

04/2004 to 11/2005

- Managed mail, telephone, and electronic communication systems, communicated well with teachers, vendors, other staff members and external contacts
- Performed general office duties such as typing/word processing, correspondence, and filing, faxing, copying, and compiling supply orders.
- Created letters, reports, and forms using Microsoft Word and Excel.