

JACK POWERS

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ENTERPRISING, HARD-WORKING AND TECHNICALLY SKILLED ACCOUNTANT known for accuracy, attention to detail and timeliness in managing disbursement functions for diverse-industry employers. Backed by solid credentials – a BS in accounting and CIS, MS in Business, and proficiencies in generally accepted accounting practices (GAAP).

IT SKILLS

MS Office (Excel, Access, PowerPoint, Word) • Great Plains • QuickBooks • FAS • Freedom • Windows (all)

MANAGEMENT AND ACCOUNTING SKILLS

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Corporate Accounting & Bookkeeping
- Systems Management & Maintenance
- Records Organization & Management
- Journal Entries & General Ledger
- Accounting Reports and Data Spreadsheets
- Workflow Improvements

PROFESSIONAL EXPERIENCE

HOMESITE INSURANCE INC. – Boston, MA

Apr 2006 – Present

Accountant

Supervise daily A/P processes; oversee the timely process of daily check runs, accurate processing of invoices, expense reports, credit memos and payment transactions. Maintain adherence to corporate accounting and GAAP standards; address escalated issues from employees and vendors regarding accounts payables; and ensure that A/P files and records are in accordance with company policies.

Management/Accounting Key Results:

- Oversee timely processing of over 20,000 claims, refunds, and invoices for over \$30M per month. Assess and close the A/P ledger after validating content, resolving interfacing and balancing issues.
- Perform payroll activities; finalize and audit over 200 hourly employees' timesheets on a bi-weekly basis.
- Approve and post all journal entries into the GL, consolidate and verify the Trial Balance to ensure that journal entries get posted to proper accounts and companies.
- Create accounting reports summarizing A/P data, T&E, Commissions, FAS, and other ad-hoc reports: validated the accuracy and deliver the finals to the VPs. Trained management/executives on paperless expense reporting.
- Successfully lead a project on creating EFT and ACH payments out of the Freedom system.

IT Functions Key Results:

- Created an innovative automations process for claims and refund checks. Trained users and served as the primary "go-to" troubleshooter on the new process, which propelled efficiency gains and significant time- and cost-savings. Increased efficiency of AP data entry by automating key processes, which eliminated large portions of manual entry and human errors.
- Continuously work with the IT Department to improve current software and integrate new programs.
- Designed a system, which automatically searches for duplicate claims payments. This IT system allowed the claims department to retrieve overpaid amounts quicker and easier.
- Maintain, troubleshoot, and administer Freedom, Power2Pay, FAS, ImageOnsite, and Concur systems.

PROFESSIONAL EXPERIENCE (CONTINUED)

EMERALD MANAGMENT [*Property Management*] – **Westbrook, ME**

Aug 2005 – Mar 2006

Accountant

Accurately processed and maintained all incoming management fee payments and reconciled them monthly. Updated project management systems for maintenance staff and optimized their work load and core tasks that were performed on a daily basis. Was responsible for data entry, general ledger work, bookkeeping and general clerical tasks.

Key results:

- Resolved backlog of all outstanding bills and achieved timely and efficient processing of all incoming invoices. Researched and resolved billing problems by correcting invoicing and journal entry errors that had previously been missed.
- Processed incoming management fee payments, booked them to proper properties, track accuracy of all payments by performing monthly reconciliation.
- Handled the processing, distribution, accuracy verification and maintenance of invoices. Entered invoices into the job tracking system while spreading them evenly between maintenance employees based on skill set and location. Improved turn around time on all outstanding projects by reducing travel time and assigning them to proper personnel.
- Quickly mastered new systems, processes and workflows. Demonstrated the ability to respond to office needs in a timely manner.

NISSO ELECTRIC CO. [*Manufacturing*] – **Gunma, Japan**

May 2001 – Jan 2002

Implementation Manager

Installed a computerized accounting system for the server-motors manufacturing company. Established a product tracking process that provided the ability to monitor motor assembly in any stage of production. Worked with the supplier to create on time delivery process that reduced necessity for storage facilities. Created reports that monitored production timelines for upper management.

Key Results:

- Implemented new accounting software set up guidelines and trained employees on how to use it.
- Implemented a tracking system for all products to track them from the beginning of assembly until the final stage of production. The process allowed monitoring of product at all stages, eliminating delivery delays to customers.
- Worked on the process of establishing in time delivery of with all key suppliers minimizing necessity for storage space leading to direct cost savings.
- Worked with management on team on creating efficient manufacturing processes, corresponding reports, and tracking reports.

EDUCATION

HARVARD UNIVERSITY – Cambridge, MA
Masters in Business Management, 2005

BABSON COLLEGE – Wellesley, MA
Bachelors in Accounting and Computer Information Systems, 2002