**Alexander E. Donnell**

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**Professional Summary:**

Analytical, motivated and certified accounting professional with over 5+ years of experience in the field. Adept at handling records, performing ledger and bookkeeping duties. Capable of reviewing financial statements and making accurate entries to the database using relevant accounting software. Excellent communicator, team player with outstanding mathematical skills.

**Summary of Skills:**

* Working knowledge of generally accepted accounting principles, and bookkeeping procedures
* In-depth information about preparing balance sheets, maintaining general ledgers, and reconciling account statements
* Expertise in data entry, preparing accounting reports and posting accurate journal entries in Great Plains software
* Strong technical background with exceptional understanding accounting software like QuickBooks, LedgerSMB and Zoho Office Suite, and applications - Excel, Spreadsheets
* Detail-oriented and capable of generating accurate financial report as well as other financial documents
* Strong analytical skills, and problem-solving approach
* Excellent written and verbal communication skills

**Work Experience:**

General Ledger Accountant

Fleetcor Incorporation, Cincinnati, OH

April 2016 – Present

* Reconciling general ledger accounts, and performing journal entries to keep database updated
* Performing monthly and annual checks on general ledgers to ensure accuracy of the accounting records
* Recording daily transactions in the accounting software QuickBooks for 200+ clients to prepare quarterly financial reports and balance sheets
* Performing assessment of the fixed assets for clients and calculating its depreciation value to suggest possible alternatives
* Preparing accounting reports to help clients understand P/L statement and expense report
* Assisting senior ledger personnel during month-end and year-end financial closing

General Ledger Accountant

Wilcox Enterprises, Cincinnati, OH

November 2014 – March 2016

* Assisted senior personnel to prepare balance sheets, income tax statements, and trial balances
* Coordinated with the team to prepare monthly audit schedules for the fixed deposits, and assisted auditors to conduct extensive research for getting answers for inquiries
* Prepared and posted journal entries in LedgerSMB software
* Collaborated with other ledger accountants and bookkeeping interns to keep records updated, and removed duplicates to make precise information available
* Took responsibility to prepare month-end, quarter-end, and year-end financial reports for 50 clients as instructed by the manager
* Answered clients' calls and mails related to summarized accounting reports

Bookkeeping Assistant

Wilcox Enterprises, Cincinnati, OH

July 2012 – October 2014

* Assisted in maintaining up-to-date records of business transactions, including account payable/receivable using QuickBooks software
* Reviewed daily deposits for the client accounts to make accurate journal postings
* Provided required assistance to the accounting team during preparation of financial reports to resolve discrepancies
* Verified and determined the correctness of available financial data before entering it into the database
* Assisted and supported the bookkeeping team in maintaining sales records along with invoices and precise payment details
* Interacted with clients professionally to understand their doubts, and gave appropriate explanations

**Education:**

* Bachelor's Degree in Accounting  
  Xavier University, Cincinnati, OH   
  2012

**Reference:**

On request.