**Alfred C. Kaiser**

4502 Hillside Drive

Cambridge, MA 02141

Phone: 339-189-2820

Email: alfred.kaise@anymail.com

**Career Summary:**

Highly result-oriented, certified and confident accounting professional with over 7+ years of experience in accounts management. Capable of analyzing financial reports, reviewing accounting policies, and P/R documents. Outstanding working knowledge of various accounting software, and accounting policies. Exceptional team player and motivator.

**Summary of Skills:**

* Comprehensive knowledge of generally accepted accounting principles, various accounting procedures, QuickBooks, Zoho Office Suite, ERP SAP and TurboCASH
* Extensive experience of handling various accounting tasks, including accounts payable, accounts receivable, general ledgers, and bookkeeping records
* Expertise in reviewing financial documents and recommending client-based solutions
* Capable of coordinating with accounting personnel for drafting effective budget and cutting cost
* Exceptional critical-thinker and ability to suggest result-oriented solutions
* Strong organizational, mathematical, coordination, supervisory, and problem-solving skills

**Work Experience:**

Senior Account Manager

Elaina Financial Solutions, Cambridge, MA

December 2017 – Present

* Specifying performance metrics, and setting policies for expediting accounting operations
* Serving as a primary point of contact for clients, accounting team, and the management
* Performing account analysis and reconciliation, and identifying investment opportunities for clients
* Coordinating with the accounting team for resolving clients' issues, and recommending appropriate resolutions
* Collaborating with auditors and reviewing the monthly clients' balance sheets as well as financial reports
* Supervising accounting team activities and conducting quarterly training sessions to inform about the latest reforms in the sector

Account Manager

Elaina Financial Solutions, Cambridge, MA

May 2015 – November 2017

* Liaised between clients and internal teams to provide timely accounting solutions on critical problems
* Worked with the sales and marketing team to design new strategies for attracting new clients
* Coordinated with the team to assess the financial audit reports of corporate clients, and identified unclear points
* Maintained confidentiality of the financial information using accounting software such as ERP SAP for the clients
* Assisted in preparing accurate financial summaries during the month-end closing by reviewing accounts payable/receivable
* Tracked key account metrics such as quarterly sales results, forecasts, and communicated financial progress

Accountant

Vistana Signature Services, Cambridge, MA

November 2012 – April 2015

* Examine bank statements, performed necessary reconciliations in general ledgers
* Coordinated with the accounting team to maintain accurate bookkeeping records by entering accounts payable and accounts receivable data
* Collaborated with the auditors to provide services, and rectified discrepancies in the financial reports
* Performed data entry using LedgerSMB or relevant accounting tool to maintain an updated data
* Prepared monthly balance sheet, P/L statement, and other financial documents

Assistant Accountant

Alamos Incorporation, Cambridge, MA

July 2011 – October 2012

* Recorded and managed financial data under supervision of senior accountants
* Assisted payroll supervisor in calculating salary of employees
* Collected and summarized financial reports for auditing
* Posted journal entries and maintained bookkeeping records using QuickBooks
* Collaborated with the accounting team and interns to support various accounting projects on a daily basis

**Education:**

* Master's Degree in Accounting  
  Harvard University, Cambridge, MA   
  2011
* Bachelor's Degree in Finance  
  Harvard University, Cambridge, MA   
  2009

**Certification:**

* Certified Public Accountant, 2012   
  Certified Management Accountant, 2013

**Reference:**

On request.