

FACSIMILE RESUME

Joe Sennate

**3400 Menaul Blvd. NE
Albuquerque, NM 87015
Home (505) 246-1699**

Objective

A challenging and rewarding position as a public accountant.

Summary of Accomplishments

- Fundamental accounting knowledge.
- Strong analytical and problem solving skills.
- Proficient in Axapta, ONYX (CRM database), QuickBooks, ADP PC/Payroll for Windows, Microsoft Office, Excel, Access, Great Plains, FileMaker Pro.

Experience

1999 - Present *Accountant* *CPA Accounting, Inc* Albuquerque, NM
Responsible for monthly billing totaling \$7M. Produced monthly aging, open invoices, sales and revenue recognition reports. Responsible for payroll processing for over 50 employees including timesheets, payroll reports, and set up for new employees on the ADP payroll system.

1995 - 1999 *Staff Accountant* *Hertzel Properties* Albuquerque, NM
Provided bookkeeping/accounting for real estate management and real estate development. Managed up to 20 bank accounts, performed bank reconciliations, generated cash management reports, posted to the general journal and general ledger, A/P, A/R, created chart of accounts, generated P&L reports, Balance Sheets, and Excel.

1992 - 1995 *Bookkeeper* *R.B. Fabrication* Albuquerque, NM
Updated and maintained accounts payable and receivable. Upgraded system from manual to Quick Books and Excel database. Prepared monthly financial statements and payroll.

Education

University of Richmond, Richmond, VA
B.A., Accounting, Minor, Psychology 1992

References

Available upon request.