**[United States Accounting Assistant](https://www.postjobfree.com/resume/ad1sai/united-states-accounting-germantown-md)**

**Location:**Germantown, MD

**Posted:**December 07, 2023

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**Subject:**Response to your resume United States Accounting Assistant

Message 

Job Description (optional) 



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**Resume:**

NATHANIEL JACKSON

Financial accounting Assistant

Germantown, Maryland, United States

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backmoneyyougot@yahoo.com

WORK EXPERIENCE

June 2023-October 2023

Financial accounting Assistant

Grove point financial.

Rockville, Maryland, United States

This was a temporary assignment with Account Temp Agency. Duties:

Upload emails open attachment to PDF creation. Print emails to PDF creation. Merge to file and save. Reduce file size of document To Fit in uploader folder. Remove file from uploader folder and drop into document folder. Code incoming emails to let the Teams Members know How to process the Incoming document. Make corrections to any Incomplete Incoming documents Through emails Process and Call Team members for any discrepancy in inbound emails. Also process incoming and outgoing mail Like UPS, FedEx, United States Postal Service. December 2019-July 2021

Records Management Specialist

Hendall Inc

Rockville, Maryland, United States

Supporting the CMS CMMI BPCI Advanced project, Performs document creation, quality assurance, and quality control reviews of documents and deliverables for Section 508 compliance. Utilizes a prescribed set of checklists and accessibility checkers to perform document creation, quality assurance, and quality control reviews.

• Remediates non-Section 508 compliant aspects of documents and deliverables.

• Formats MS Word documents, PowerPoint presentations, Excel spreadsheets, and PDF documents in accordance with Section 508 specifications.

• Tracks document submissions, and files them in the correct document repository.

• Assists in directing/forwarding submitted documents to the appropriate contractor.

• Stores and maintains documents on the team's SharePoint site.

• Stores and maintains documents within the Client's Salesforce application.

• Reviews documents and deliverables for proper formatting and structure, spelling, grammar, and consistency.

• Performs research to ensure that the document checklists are up to date with the latest Section 508 requirements.

• Identifies the proper channel to resolve issues and follow up on resolutions.

• Assists with Tier 3 e-mail and telephone customer service support using a supplied helpdesk.

• Provides follow up outreach to both applicants and participants as required.

• As needed, reviews, understands, and applies knowledge of Federal rules and program requirements to provide accurate responses to inquiries.

• As needed, crafts responses for Project Manager approval to e-mail inquiries using standardized and approved language, scripts, frequently asked questions, or program information available on the CMMI web site and/or within Federal rules.

August 2017-May 2019

Payroll Accounting Assistant

MLuis Construction

Silver Spring, Maryland, United States

• Entered timesheet data and time card hours into ViewPoint, a pre-timecard system that includes hours, job#, phase#, class code, employee name and number.

• Retrieved all timesheets and time cards from foreman by emails and handled issues with the foremen or field tech.

• Maintained and filed all logs and memos.

• Calculated timesheets and equipment used for each job into a equipment management program system.

• Tracked and logged employee's sick leave and leave balance for updated timesheets.

• Entered certified payroll receipts into the department of labor and licensing and regulation (DLLR) system. Assisted with other tasks as needed and mailed out all pay stubs and checks. February 2016-May 2017

Receptionist/Accounting Assistant

EMCOR Services Combustioneer

Lanham, Maryland, United States

• Promptly handled telephone callers' inquiries, relayed messages and distributed written communication

• Greeted and assisted visitors with professional customer service, maintained levels of supplies as requested/required.

• Processed incoming and outgoing mail, packages and courier deliveries.

• Compiled reports and other types of general or technical material including data entry of incoming checks and statements logging information into Microsoft Word and/or Excel.

• Upon receipt of customers' checks, scanned copies of payments into Microsoft Word and entered the amounts into an Excel spreadsheet.

• Promptly emailed Accountant, Billing Manager and Contract Vendors when vending machines and supplies were running low for restocking.

• Additional administrative tasks included scanning, photocopying and numeric and alphanumeric filing of memos, faxes, letters.

• Assisted with other special projects as needed.

May 2013-November 2015

Security Officer

SecureGuard Inc

McLean, Virginia, United States

• Patrolled assigned areas on foot, checking for potential fires, vandalism or suspicious activity and/or individuals.

• Reported safety/fire hazards and/or reports of unusual or suspicious activities to campus and/or local police units for correction and/or follow-up actions.

• Checked doors and windows of buildings to ensure they were properly secured; recorded notes in a daily log which included infractions, such as, unlocked doors and/or windows, etc.; information was forwarded to supervisor for review/disposition.

• Observed all activity and traffic in assigned areas to ensure that campus rules and regulations were complied with; alerted visitors of any infractions if observed.

• Assisted visitors within and outside of the building who needed directions and/or information. And escorted customers to their desired destination.

• Documented all safety violations of property and persons as required.

• Responded to alarms and dispatched calls; determined what actions should be taken based on circumstances. August 2012-October 2012

Data Entry Tech

Music & Arts

Frederick, Maryland, United States

• Analyzed customers' applications for leased instruments which consisted of reviewing, auditing and processing subsidiaries' rental applications, purchases from customers.

• Performed numeric and alphanumeric data entry functions from multiple applications sources.

• Verified personal applicant information, such as, applicant names, mailing address, phone number, e-mail address, driver's license and credit card information, down payments on rental equipment, remaining balances owed, service fees and security deposits.

• Photo copies of applications were filed in numeric order.

• Contacted customers to obtain missing applicant information, as necessary.

• Performed a variety of high-volume, data processing for numerous applications accurately and efficiently. March 2009-September 2009

Grants Specialist Assistant

Lockheed Martin

Rockville, Maryland, United States

• Worked under the direction of the U.S. Department of Justice, Community Oriented Policing (COPS Office) supporting a grants program. The COPS Office awards grants to the nation's state, local, territorial, and tribal law enforcement agencies for the purpose of hiring and training community policing professionals to acquire and deploy cutting- edge, crime- fighting technologies, and to develop and test innovative policing strategies with the focus of advancing the practice of community policing as an effective strategy in improving public safety..

• Analyzed grant applications which included the review and follow-up of procedures; assessed the accuracy of the numbers and completeness of the entire application, awarded grants and created permanent tracking numbers using a database specifically designed for COPS grants.

• Performed Quality Control (QC)/Quality Assurance (QA).

• Created files, uploaded applications from "Grants.gov" and performed general data-entry.

• Checked data containing crime statistics and budget-related information, made copies of applications to send to peer review groups.

• Reviewed various grant applications to verify permitted and unpermitted costs.

• Maintained government databases to ensure effective tracking of various applications and created, organized, printed and filed documents associated with the applications.

• Utilized oral and written communication skills in daily to resolve issues. June 2003-January 2009

Records Specialist

Spectrum International

Rockville, Maryland, United States

• Supporting the U.S. Department of Health & Human Services Payment Management System (PSC) Program, provided timely and accurate, high-level, administrative support for a variety of activities related to grants management.

• Performed extensive interpretation, analyzing and processing of grant files, reports, memos, logs and letters and became very familiar with a wide-range of Federal grant forms related to the processing of grant applications.

• Assisted the Grants Management Specialists in the award process.

• Supported numerous divisions and personnel in post-award and closeout activities by managing proper documentation pertaining to Progress Reports, Closeout documents, and the Financial Status Reports (FSRs).

• Researched budget information as well as analyzed and interpreted FSRs and post-award documents.

• Reviewed thousands of files for processing and scanning ensuring the grant applications, SF-424 (R&R) forms and other related budgetary documents were accurate and complete.

• Responsible for ensuring that the FSRs and post-award actions were included in the official electronic file.

• Routinely utilized the Electric Handbook (EHB) system to record grant files.

• Performed verifications in the Payment Management System (PMS).

• Responsible for the extraction of data contained in various other database systems for the Division of Grants Management Operation Rockville, MD 20850

EDUCATION

Montgomery College

United States

• general

SKILLS

CMMI Project Manager Viewpoint Content Management System CMS Records Management Document Control Microsoft Sharepoint Sharepoint Database Database Systems Progress Billing JAVA Spring Technical Support Administrative Support Administrative Tasks General Office Receptionist Scanning Compiled Reports Alphanumeric Data Entry Data Entry Data-Entry Filing Numerical Filing Payroll Customer Service Oriented Customer Service Payroll Accounting Accountant Accounting Payments Medicaid Budget Audit Auditing Telephone Customer Service Helpdesk QA Quality Assurance Quality Control Field Tech Logging Retail Sales Compensation and Benefits Medicare Healthcare Documentation Documenting Compensation Department of Justice Credit Card Maintenance Statistics Acrobat Adobe Acrobat PDF Excel Microsoft Office Microsoft Powerpoint Powerpoint Microsoft Word MS Word Alphanumeric HONORS & AWARDS

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English - Intermediate

WORK AUTHORIZATION

I am authorized to work in the following countries:

• United States