

# Joe Waldron

## **Accountant**

Arlington, VA 22202

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7038554198

Experienced Accountant with a history at both private and publicly traded companies. Skilled in General Ledger Accounting, Microsoft Dynamics (Great Plains), Quickbooks, NetSuite, Sage FAS software, and Microsoft Excel.

## Work Experience

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### **Staff Accountant**

CISION - Beltsville, MD

February 2018 to Present

- o Responsible for the prepaid and intangible assets at Cision, a private (but formerly public) company, and several of its subsidiaries including PR Newswire.
- o Oversee the monthly integration of 18 foreign entity trial balances to Cision's accounting system.
- o Manage and track the GAAP accounting for the Bulletin Intelligence revenue.
- o Contribute to the Bulletin Intelligence monthly close; this consists of creating revenue journal entries, creating invoice imports, accruing expenses, maintaining the fixed asset schedule, and reconciling the intercompany accounts.

### **Staff Accountant**

BULLETIN INTELLIGENCE - Reston, VA

January 2015 to February 2018

- o Managed workbooks and schedules, including: fixed assets, deferred revenue, accrued expenses, and prepaid expenses.
- o Ran the accounts payable process and assembled payroll each pay period.

### **Staff Accountant**

PREFERRED HEALTHCARE REGISTRY - San Diego, CA

October 2012 to October 2014

- o Handled billing of clients.
- o Created analytical reports for the sales, recruiting and marketing teams.
- o Processed the daily bank transactions.

### **Associate**

AXE YOUR TAX, LLC - McLean, VA

November 2011 to August 2012

#### Responsibilities

- o Researched and analyzed No. VA and D.C. residential real estate markets
- o Interacted with local governments while working with clients in their residential real estate tax appeals
- o Developed marketing strategies and managed company finances

## Education

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### **Bachelor of Science in Business Administration**

Saint Joseph's University - Philadelphia, PA

2007 to 2011

## Skills

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- **SKILLS** Strong analytical, research, and accounting; adept computer skills with PC and Mac- based platforms; proficient in QuickBooks, Excel, and PowerPoint.
- GAAP
- Journal Entries
- Bank Reconciliation
- General Ledger Reconciliation
- Problem-solving
- Team Work
- Debits & Credits
- Accounts Receivable
- Accounts Payable
- General Ledger Accounting
- Account Reconciliation
- Sage
- Microsoft Dynamics GP