

# BARBARA MADVIN

## **EXPERIENCE**

### **Accutrak Consulting and Accounting Services PLLC**

**2020 to Present**

#### **Senior Accountant**

- Assist in developing business processes and standard operating procedures
- Provide support and consulting to junior staff and small business clients
- Analyze and reconcile accounts and cash flows
- Prepare and analyze financial reports and supporting schedules
- Prepare tax returns and corporate filings
- Contribute to the development and review of operating budgets
- Respond to information requests
- Support audit requests
- Manage ad-hoc projects as necessary

### **Robert Half – Salaried Professional Services**

**2016 to 2020**

#### **Senior Accountant**

##### **Clients: Sodexia North America – Roseville, MI**

**Casa Dragones Tequila Co. – NY, NY**

**Cushman & Wakefield – NY, NY**

**The Skylark/530 Hospitality – NY, NY**

- Reconciled and maintained anywhere from one to seven bank accounts used for up to three company locations, corporate loans and intercompany transfers for eight manufacturing plant locations
- Maintained and reconciled up to eight intercompany accounts, cleaned up over \$350M of unreconciled receivables and entered over 1500 new building company forms
- Provided internal, external, audit support and a successful VDA
- Handled posting, invoice creation and reconciliation of over 500 accounts payables, 240 chargebacks, 720 credit adjustments and over \$2M of accounts receivables along with cash payments monthly
- Prepared, provided and presented Weekly Flash Reports, EBITDA, balance sheets, budgets, profit and loss statements to board members and investors
- Completed monthly close in one to three days with year-end in less than seven days
- Prepared documentation and filed Sales and Use, estimated, and payroll taxes
- Calculated exchange rates, tariffs, VAT and IVA taxes
- Trained managers, colleagues, contract workers and created SOP guides for accounting and tax procedures
- Provided Human Resources and payroll support for up to 25 employees including onboarding, termination procedures, NDA forms, payroll calculations, 1099 filings, answered unemployment claims and all payroll tax filings.
- Prepared and posted monthly MRO reports for unmatched receipts
- Provided monthly financial analysis to correct and maintain over \$1.5M in misappropriated and unaccrued expenses.

### **Earl Enterprises Inc – Orlando. FL**

**2014 – 2016**

#### **Staff Accountant**

- Completed month-end in three days and year-end in eight days closed processes
- Responsible for all inventory, marketing costs, gift certificate, gift cards discount liabilities, breakage, Sales and Use taxes, utilities and legal expense accruals
- Assisted with dependent flex spending accounts, prepaid maintenance expense, long-term assets, accrued audit, accrued interest, 401(K) and customer deposits
- Reconciled and paid monthly leases and Common Area Maintenance (CAM) for 97 restaurant locations and communicated with landlords
- Prepared, filed, and paid Sales and Use taxes and managed exemptions, also filing personal and real property taxes
- Reconciled one bank and two large liquor-supplier accounts monthly
- Managed all chargeback disputes, processed customer refunds whilst also resolving customer complaints and inquiries

**Risk Transfer Solutions – Orlando, FL****June 2014 – Nov 2014****Staff Accountant**

- Researched and analyzed 105 direct-bills and 237 agency-bills policy commissions monthly for accuracy, posted journal entries to record payables and receivables
- Responsible for reconciling five bank accounts, including bringing balances up to date from three prior years

**Walt Disney Parks & Resorts – Celebration, FL****Jan 2014 – May 2014****Corp. Tax Intern**

- Completed and filed over 130 federal, state, local tax returns using M-1 tax adjustments and 12 dissolved entities. Amended three returns due to incorrect impairments, applied deferred assets and liabilities and prepared roll- forwards for compliance
- Generated quarterly estimated tax payments and current tax deferrals

**American Laser Skincare – Farmington Hills, MI****June 2013 – Dec 2013****Staff Accountant**

- Liaison between the auditors and the finance department
- Completed the month-end close process
- Reconciled two bank accounts and 67 medical spa location accounts

**Accounting Aid Society – Detroit, MI****Dec 2012 – April 2013****Tax Accountant/Mobile Team One Site Coordinator**

- Reviewed and approved over 4500 tax returns
- Trained and managed a small team of seven tax preparers including scheduling, processing expense reports, providing guidance and completing payroll procedures
- Coordinated with over 60 different representatives at Volunteer Income Tax Assistance sites
- Created a fully functional secure office setup quickly and efficiently in every scenario presented
- Collaborated with the IRS and the Michigan Treasury representatives to ensure all sites and procedures were following federal and state compliance guidelines

**Kristy & Krzycki Tax Preparation Services- Hamtramck, MI****Jan 2005 – May 2011****Tax Preparer/Accountant**

- Prepared federal, state and local tax returns for 35 small businesses and 885 individuals
- Completed monthly financial packet including balance sheet and P&L statements
- Provided all bookkeeping functions for the business using QuickBooks including A/P invoice processing and payments, A/R receivables, bank reconciliations and company analysis

**EDUCATION**

Walsh College of Business

Masters of Accountancy, Tax and Finance – In Progress

Oakland Community College

Post Bachelors Certification in Accounting – Payroll and Taxation Focused – Dec 2012

Oakland University

Bachelor of Political Science/Pre-Law, Minor in Communications – June 2009

**SOFTWARE SKILLS**

Microsoft Office Proficient, AS400, SAP Business One, Workday, Lawson (Enterprise Business Solutions), SAP, QuickBooks, Yardi, MAS 500, Microsoft Great Plains, EPIC, Sage Peachtree, Sage 50, Taxwise, Drake, Tax Driver Aloha, Menulink, AtTask, Highlander, SharePoint, Infor

**AREAS OF PRACTICE**

- Manufacturing [Auto Parts and Liquor]
- Real Estate
- Insurance
- Hospitality [Restaurant, Bar, Event Space, Theme Park, Media, Spa/Beauty]