

RAYMOND GROGAN, JR.

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SUMMARY

I have a solid foundation in Accounting. Full-cycle AP (coding/data entry invoices, training non-accounting personnel on expense coding, printing check, compliance depot training, setting up ACH payments), AR (receiving and posting cash receipts, creating invoices, creating monthly AR reports), training coworkers in the use of JD Edwards and Yardi Voyager. My background is an amazing mixture of Accounting and IT which lets me an asset to both finance and technical worlds.

EDUCATION

B.B.A in Accounting

Clayton State University-Morrow
Morrow, GA
June 2011

PROFESSIONAL EXPERIENCE:

SENIOR ACCOUNTANT

Altria Corporate Services, Inc., Jackson, MS| Sept. 2012 - Present

- Fix Assets using JDE module: entering acquisitions on a monthly basis and reviewing depreciation
- Work with team to integrate vendors into the new Compliance Depot system; Assist with vendor issues on an as-needed basis
- Assist with quarterly/annual internal/external audits as needed
- Prepare ad-hoc financial statements and supporting schedules along with related analysis
- Represent accounting on the implementation team for the upgrade to JD Edwards 9.1; involving testing scripts, giving feedback/direction to VP of IT and training associates on a new system.
- Work with HR to process biweekly payroll and to complete payroll back recon monthly

SKILLS

- QuickBooks/Raisersedge-Blackbaud/Optimum Payroll
- In-House multi-state Payroll
- Fixed Asset Management
- Full-cycle AP/AR
- Extensive month/year-end close process SEC reporting (10-K, 10-Q, Forms 3, 4, 5)
- Financial Statement preparation
- Acting as a liaison to external/internal auditors
- Strong communication skills at all organizational levels and experienced handling confidential matters.
- Knowledge of Peachtree, Traverse Accounting Software, Web-based Accounting Software, Tribute, MS Office (Word, Excel, Powerpoint, Outlook).



SENIOR ACCOUNTANT

DataPipe Inc., Jackson, MS | Apr. 2009 – May 2012

- Reconciled bank sheet accounts and resolve any discrepancies and manage daily disbursements of cash such as sending bank Issue file daily, researching NSF, issuing stop payments, approval of Positive pays, voids and researching bank errors for the parent and subsidiary company
- Maintained and processed various recurring/standard Journal Entries on a monthly and year-end basis
- Prepared monthly Sales and Use tax returns for each multi-state terminal, along with Tangible Personal Property returns for the corporate office
- Point of contact to external auditors and bank officials concerning various financial inquiries and annual audit for Benton Express and Benton Logistics
- Conducted meetings with Senior Managers and President to update all on the financial position by performing cash management/support (daily, monthly and annually)
- Recorded daily cash receipts and producing/balance monthly AR report (s)-guiding the AR personnel with operational questions (ex: researching miscellaneous credits, misapplied payments, adjusting entries, etc.)

ACCOUNTANT

Balyasny Asset Management LP, Jackson, MS | June 2000 – Dec. 2008

- Conducted annual audits of onsite Vault and Inventory departments to ensure operation compliance
- Completed all internet financial transactions along with posting the related journal entries
- Prepared month-end/year-end and adjusting journal entries
- Produced senior-level management and audit reports using Microsoft Excel and Accounting for Non-Profit accounting system detailing the company's financial status.
- Generated bank deposits, verified and balanced cash receipts (AR). Approved and coded invoices along with tracking overdue accounts, as well as cutting of checks to pay vendors (AP)
- Managed the integrity of data by editing and approving work from Data Entry department

