

**EXPERIENCE:**

**2016 to Present**

**Independent Consulting**

- Duties include monitoring monthly construction and budget projections, understanding and applying contract regulations, contract validations, draw coordination, validation of monthly G&A and job billing.
- Preparing a budget for various projects undertaken by the company.
- Coordinating with the project manager and planning the progression of the project and modifications in the project budget.
- Verifying project expenditures and making sure that they comply with the company's policies and procedures.
- Calculating the profit and performance and checking if the figures match with the estimated ones in the budget.
- Developed, analyzed, interpreted and provided financial information to project management.
- Reviewed contractor monthly billing to ensure contract guidelines are being followed.
- Assisted project management with contract documents, change orders and other contract modifications and lien waivers.
- Collected monthly billing estimates from contractors to assist project accounting.

**2011 to 2016**

**Regis HR Group / Concordia Behavior Health, Miami, Florida**

**Accounting Manager**

- Performed account reconciliations and general ledger entries.
- Managed accounting department reporting directly to the controller.
- Instituted a financial reporting system that met GAAP standards.
- Conducted audits across health care and technology industries.
- Posted to general ledger accounts and performed cash flow analysis.
- Prepared monthly financial statements and reports.
- Prepared reports, budgets, sales taxes, and payroll.
- Confirmed inter-company balances for all divisions.
- Researched and resolved any account discrepancies.
- Assisted and reviewed various accounts, corrected any errors
- Generated P & L reports and balance sheets
- Prepared accurate financial reports and supporting schedules.
- Analyze financial and statistical information.
- Perform general accounting tasks like- checking general ledger system, journal entries.
- Assisted in financial and tax audits.

**2008 to 2011**

**Constructa, Miami, Florida**

**Controller**

- Overall authority for the financial operation of the organization, budget preparation and administration, audit, taxation, accounting, monthly closing of books of record, account reconciliations, and journal entry adjustments.
- Prepare monthly, quarterly, and annual reports forecasting company business activities and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Accountability extends to financial statements, profit flow/cash flow analysis.
- Develop financial statements, and analyze business trends and daily operating costs.
- Assisted in the consolidation of three European subsidiaries
- Responsible for managing over 10 residential units consisting of houses and apartments.
- Duties included: screening rental applicants and prepared lease agreements
- Compiling reports showing accounts payables and receivables and processed small payroll.
- Recording financial transactions and other account information to update and maintain accounting records.

**2005 to 2008**

**The Cornerstone Group, Coral Gables, Florida**

**Accounting Manager**

- Responsible for and managing all the accounting and financial aspects of the owner's personal investments.
- Overall authority for the financial operations, budget preparation, and administration, audit, taxation, accounting.
- Monthly closing of books, reconciliations, and journal entry adjustments for ten to fifteen companies.
- Ascertain needs and goals of the owner's financial position.
- Broad experience in all aspects of accounting and financial management.
- Able to coordinate multiple projects and meet deadlines under pressure and can multi-task in a fast-paced environment.
- Developed financial statements, analyze business trends and daily operating costs.
- Energetic, positive, and self-motivating with all opportunities.
- Developed, and maintained all aspects of business accountancy, marketing, and data processing of the company.
- Worked on financial budgeting, capital expenditures, cash flow, and foreign-exchange dealings.
- Established close relations between bank executives, and auditors, ensuring conformity with all regulatory bodies.
- Coordinated in all aspects of monthly closings and financial reporting.
- Performed investigative analysis regarding profit and loss accounts.

# Joseph Anthony Rosario

Miami, Florida 33256

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2004 to  
2005

## **Carnival Cruise Lines, Doral, Florida** **Onboard Revenue Accounting Manager**

- Monthly preparation and posting of recurring, standard and adjusting journal entries.
- Issuing and compiling quarterly disclosure and accrual requests.
- Perform monthly intercompany analysis, including the preparation of settlement entries.
- Monthly preparation of balance sheet reconciliations.
- Corporate balance sheet and income statement variance analysis.
- Reconciliation of month-end Oracle general ledger balances to Hyperion financial reporting database.
- Corporate budget analysis and preparation of schedules used for forecast updates.
- Preparation of monthly internal financial statements.
- Preparation of schedules and analysis to support external financial statement footnotes.
- Assist in preparation of company-wide quarterly and annual closing timetables.
- Preparation of quarterly debt roll forward schedules under IFRS and the corresponding support schedules.
- Reviewing quarterly capitalized interest calculations.
- Assist in preparation of annual and quarterly U.S. GAAP and IFRS audited financial statements.
- Special projects

2000 to  
2004

## **J Industries Inc., Miami, Florida** **Accountant/ Office Manager**

- Manage financial and accounting functions for the firm. Accountability extends to financial statements, profit flow/cash flow analysis, and management of lines of credit. Hire and supervise accounting staff of five. Participated in strategic planning, including expense forecasting, tax planning, and cash management/investment strategies.
- Controlled the acquisitions and disposal of the company's fixed assets according to GAAP.
- Prepared monthly depreciation schedules for the company's fixed assets.
- Selected and prepared checks for accounts payable.
- Prepared weekly payroll for company employees.
- Implemented a credit card system and processed monthly installments for credit card customers.
- Constructed monthly audit reports for credit card customers. Calculated monthly finance charges.
- Reconciliation of all bank accounts.
- Conducted a credit analysis for new customers to determine their financial position.
- Prepared and entered all journal entries related to the inter-companies' accounts.
- Prepared monthly invoices and statements for all three companies.
- Responsible for problem-solving and the upgrading of office computers. Provided computer support for the office network systems.
- Prepared monthly sales reports, cash flow analysis, budget projections, and financial statement reports.
- Prepared monthly financial statement analysis, variance reports, financial evaluation of recommendations relating to new proposals and the ability to identify and implement a process for improvements in new proposals.
- Corporate interface with lenders and auditors (accounting firm, IRS, property tax assessors). Reported directly to the CEO.

### **EDUCATION:**

Graduating 06/2022

**Florida International University**  
Miami, Florida  
**Master of Science in Finance**

**Florida International University**  
Miami, Florida  
**Bachelor of Business in Real Estate and Finance**

**University of Miami**  
Coral Gables, Florida  
**Bachelor of Business Administration, Management**

### **COMPUTER KNOWLEDGE:**

#### **Software:**

Word	QuickBooks	Master Tax
FAS	Solomon	Cost point
Excel	Peachtree	Procore
Great Plains	Lawson	
PeopleSoft	Mas90	
Advantage	Yardi	
Juris	Accpac	
Timberline	Pyramid Solutions	
PowerPoint		

#### **Operating Systems:**

A/S 400  
UNIX  
OS/2  
Windows X  
Oracle

### **PERSONAL:**

*Enjoy computers, swimming, reading, bicycling, and football.*

### **REFERENCES:**

*Excellent references available on request.*