

Homer Sellers

homersellers11@gmail.com

(786)342-4078

Work Experience

Assistant Controller (Consultant)

Metal Partners International - Miami, FL

May 2020 - Current

Duties include receiving checks from customers, applying daily cash receipts to invoicing, reconciling payments in QuickBooks to Bank Accounts. Additional duties include verify payments from customers, such as AMEX, EFT, wire and check payments. Review and respond to RIF request, Waiver of Lien execution, and invoice request. Send Weekly statements to customers that have past due balances more than 60 days past due. Set up vendors and customers in QuickBooks and approve credit on account. Approve releases on material and monitor inventory. Produce P/L statements, daily deposit statements, and inventory reports. Manage a staff of 5, along with a sales team of 20, in 18 States in the U.S and Canada. Furthermore, report directly to CFO and CEO.

Senior Accountant (Consultant)

Consor Engineering Group - Coral Gables, FL

May 2019 to April 2020

Duties include recording journal entries, setting up customers and outside vendors for payment using Vision, and creating Profit and Loss statements for shareholders. Other responsibilities are managing 600 company vehicles and lease agreements, producing quarterly labor projections, and auditing the monthly balance sheet for any inaccuracies. All P/L Statements, Labor projections, and Quarterly Audits are produced using Microsoft Excel and Vision. Use Vision to record balancing journal entries and to compile information related to P/L statements, A/P and A/R journal Entries, Vendor Profiles, and Bank Reconciliations.

Assistant Controller (Consultant)

George Welding Services - Miami, FL

January 2019 to April 2019

Worked in the construction industry managing projects using Textura, a project management software. In addition, managed all RFI's and change orders related to payment applications for construction projects using Sage300 and Microsoft Excel. Used multiple platforms to bill clients for payment. Managed the Billing, Accounts Receivables, and Collection of 33 projects company wide. Deposited checks, created journal entries, and contacted clients to collect on past due accounts more than 30 days. Used Microsoft Excel to develop a banking reconciliation system for their accounting department. Worked closely with ownership to determine which accounts needed immediate attention and conducted monthly audits of P/L Statements and AR aging reports. Collaborated with ownership to develop an efficient accounting system,

using Sage300 to track all GL adjustments, and help develop back-up documentation protocols.

Assistant Controller (Consultant)

Best Buddies International - Miami, FL

December 2017 to December 2018

GL code invoices, created journal entries, and created the billing packages for multiple grants with the Florida Department of Education. Used accounting software to conduct monthly audits to adhere to Department of Education financial regulations. Used the accounting software (Blackbaud and SAP Concur) to approve per diems, approve vendor payments, and perform additional accounting functions. Created balancing journal entries to GL and Sub ledger accounts for expenditures related to the grants received from the Florida Department of Education. Other responsibilities were closing out month-end billing for 12 States, managing grant requirements in 14 States, and preparing IRS 990 tax forms. Communicated with Florida Department of Education and other state agencies on issues concerning fiscal compliance with grants, negotiated a new 2018-2019 contract, and established new accounting protocols. Used Microsoft Excel to create quarterly billing that calculated allocations for Salaries, FICA, Medical, and Operating Expenses. All financial documents were reviewed by the Senior Vice President of Finance.

Accountant

Miami-Dade Solid Waste Management - Miami, FL

October 2013 to November 2017

Worked in both Accounts Payable and Accountants Receivable sections creating daily deposits, balancing payments to the Miami-Dade Solid Waste Department. In addition, created deposits for pickup and completed monthly reconciliations using Excel. Used Oracle to post payments made to Miami-Dade County to the GL and ran weekly financial statements for review. GL coded invoices for payment and made payments towards fixed assets by creating journal. Maintained payments made thru journal entries and processed direct payments to vendors of Miami-Dade County. Filed back-up invoices and created weekly reports for review by my immediate Supervisor.

Account Clerk

Miami-Dade Office of the Property Appraiser - Miami, FL

December 2008 to October 2013

Worked in the Homestead Exemptions section determining the eligibility of homeowner's to be approved for the Homestead Exemption in Florida. Additional duties were determining exemption deduction amounts for homeowners and collecting payments from taxpayers for various services rendered. Coded payments and created journal entries to reflect amounts received. In addition, received payments from vendors and assured all transactions were compiled using GAAP. Used Microsoft Excel to maintain additional records of payments received and used Excel to reconcile. Scanned checks and created deposits for pick-up, daily.

Education

Bachelor of Public Administration

FL International University - Miami, FL
2016 - 2019

Associates Degree in Accounting

Miami-Dade College - Miami, FL
2007 - 2009

Bachelor of Science in Engineering

FL State University - Tallahassee, FL
2003 - 2007

Skills

Payroll Management, Billing, Auditing, QuickBooks Pro, Sage300, Collections, X-Tax filings, IRS 990 Non-Profit filings, S-Corp Filings, Personal Income Tax filings