

## **Anthony Black**

### **Qualification Profile**

Accomplished and seasoned professional with experience in diverse areas of accounting and financial analysis. Ability to handle financial responsibilities including creating, monitoring and maintaining budgets, general ledger activity, financial management, accounts receivable, accounts payable and financial reporting. Excellent leadership abilities concerning team initiatives. Technical proficiency in Microsoft office, AS400, SAS and Munis as well as FRS, Focus, KFS and Hyperion. Comprehensive background in financial analysis, forecasting, budget management and cash flow management as well as payroll.

### **Professional Background**

University of Connecticut-Storrs, CT (2011-Present)

#### **Program Assistant**

##### ***Center for Students with Disabilities-Program Assistant***

- Create requisitions for purchases
- Assist with monitoring and tracking department budgets
- Process and track purchase requests for department
- Reconcile all purchases on University credit card
- Manage and process travel reimbursements for department
- Maintain and process payroll authorizations into Universities payroll system
- Process over 350 student timecards into the University payroll system as well as track and monitor all student employment hours
- Process invoices for department
- Computer experience includes KFS, FRS; Hyperion; Excel
- Various Human Resources responsibilities including posting positions and processing paperwork

##### ***Psychology Department-Financial Assistant***

- Manage and process travel reimbursements for the entire Psychology Department including graduate students
- Process and maintain all purchases for the Psychology Department including graduate students and staff
- Reconcile all purchases made on the University credit card
- Assist the Grant managers with tracking of expenditures and budget projections. Provide financial information on budgets and conduct research in all budget related matters
- Assist Grant managers in processing semester effort reports which are funded by Federal grants
- Provide a broad range of administrative tasks for faculty and undergraduate and graduate students
- Post student employment advertisements on the University website. Monitor the receipt of the applications and distribute them to faculty as well as set up interviews
- Maintain and process payroll authorizations into the Winja system
- Process all student timecards into the University payroll system as well as track and monitor all student employment hours
- Computer experience includes KFS, FRS, Hyperion, Excel

LEARN-Old Lyme, CT. (2009-2010)

**Budget Specialist**

- Developed; monitored and maintained nineteen separate budgets for the Special Education Department
- Made quarterly presentation to LEARN directors on status of all budgets, making recommendations and projections on potential surpluses and deficits
- Prepared journal entries and budget revisions in response to budgetary issues on an as needed basis
- Developed and processed contracts in collaboration with local towns and directors
- Prepared budget related documents that would be sent to the State to determine grant status for the following year
- Active member of Workplace Safety Committee

Affiliated Computer Services-Boston, MA and Bloomfield, CT. (2004-2008)

**Recovery Specialist**

- Maintained the full responsibility for the identification analysis and recovery of overpaid healthcare accounts
- Ensured the accuracy and integrity of all financial transactions
- Delivered superior customer service to diverse clientele answering and solving all issues related to audit

**Account Administrator**

- Utilized exceptional quantitative skills to balance securities
- Prepared financial reports and presented results to management, which aided in business decision making process
- Matched cash with SAS computer system
- Cross checked share registrations with appropriate state registrations
- Formulated final financial packages with appropriate documents to be delivered to various states
- Collaborated with transfer agents concerning the resolution of existing issues

**Additional Employment:**

Billing Specialist-Ikon Office Solutions (2002-2003)

Staffing Specialist-Interim Healthcare-Norwich, CT (2000)

**Education**

Bachelor of Arts, History and Social Science (2000)

Eastern Connecticut State University