

Allen Laurent

Result driven financial professional managing several projects simultaneously in collaboration with internal and external clients

PROFESSIONAL SUMMARY

Senior Staff Accountant with over 20 years' experience in Finance. Effective communication skills; Maintain positive working relationships; proven ability to prioritize work activities; Adept at working independently and as a team member;

SKILLS

Great Plains, Management Report, Softrax, Concur, Microsoft Office, KACE, Potera, System 1, eBack Office, Month End Closing, Contracts, Finance, Financial Reports, General Ledger, Internal Audits, Google Docs.

LANGUAGE SKILLS

Fluent in Haitian Creole

EXPERIENCE

Senior Staff Accountant, May Institute Inc.

9/18 – Present

- Verify, allocate, post and reconcile transactions
- Analyze financial information and summarize financial status
- Provide input into the department's goal-setting process
- Prepare financial statements and produce budgets according to schedule
- Where applicable, plan, assign and review staff's work
- Support month-end and year-end close process
- Perform financial forecasting for program expenses
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Participate in the hiring, training & managing of new staff

Purchasing Coordinator, May Institute Inc.

7/16 – 9/18

- Prepared and process requisitions, purchase orders and bids
- Managed purchasing and tracking of centrally purchased items
- Negotiated purchasing agreements/contracts to enhance cost-savings measures
- Reviewed the monthly phone service bills for discrepancies
- Worked with managers to assess their department purchasing needs

- Maintained relationships with internal as well as external clients
- Worked closely with internal clients for best practices in cost-savings measures

Staff Accountant, May Institute Inc.

12/07 – 07/16

- Posted monthly entries to various Bonds & LOC interest
- Reviewed and post Wrights Express expenses and post DCER receipts
- Trained other employees to comply with corporate procedures
- Reconciled assigned bank accounts and various assets, liabilities and expenses accounts
- Maintained and reviewed the general ledger account
- Assisted with monthly closing
- Provided support to Senior Accountants
- Completed 3ABC and Excise Tax forms and other annual reports

Staff Accountant, Central Parking System

06/03 – 11/07

- Oversaw accounts payable team
- Reconciled and balance various General Ledger reports
- Maintained and reconciled on-line bank deposits and credit card transactions
- Reconciled Alliance Data System & Chase Paymentech
- Verified and maintained daily cash reports
- Reviewed month end reports such as the summary of postings
- Researched discrepancies and provided explanations
- Assisted in successfully rolling out system conversions or upgrades and procurement projects
- Performed internal audits

VOLUNTEER EXPERIENCE

Board Member, EduSports, Inc.

- Participate in the interview process for organization staffing needs
- Work to achieve operational sustainability

Board Member, Randolph Diversity Equity & Inclusion

- Actively participate in sub-committee meetings
- Help recruit additional members

Liaison Leader, Greater Boston Interfaith Organization (GBIO)

- Attend meeting as required
- Actively participate in action items as needed
- Help recruit additional members

Board Member, Town of Randolph

EDUCATION

Fisher College, Boston, MA
B.S. in Business Management

05/2020