

JUANITA BENBOW

(203)208-1094

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ACCOUNTANT

Detail oriented Professional with extensive experience in the accounting arena. Portfolio includes privately held companies in diverse industries, including legal, manufacturing and distribution. Technically proficient in Microsoft Excel / Word and QuickBooks. Excellent communicator with strong team work, leadership and multi-tasking skills. A self-motivator and analytical thinker.

PROFESSIONAL EXPERIENCE

Perkins and Associates

Controller

2005 - 2007

- Overall authority for the financial operation of the organization. Aid in the preparation of annual tax return, maintain general ledger, monthly bank and accounts reconciliation and journal entry adjustments.
- Prepared annual budget and forecasting for each department by summarizing activities and financial position in areas of income, expenses and earnings based on past, present and expected operations.
- Facilitate communication between the organization and financial institutions.
- Assured timeliness of accounts payables and receivables
- Generated monthly financial statements
- Supported outsourced payroll services

Accomplishments

- Awarded a significant salary increase within a three month period for superior service
- Designed and developed internal control procedures that resulted in an efficient check-and-balance system
- Recommend the retention of a second banking relation to expand finance options and skillfully negotiated bank line of credit. This resulted in the opening of another office.
- Implemented compensation programs for employee retention
- Assumed responsibility of resolving outstanding bank reconciliations

Miracle Corporation, Jamaica

Bookkeeper

1992 - 1997

- Maintained general ledger and made journal entries
- Prepared monthly manufacturing cost report for management
- Prepared and submitted monthly employee and employer payroll taxes
- Maintained and updated personal files including salary information, performance review, employment regulation compliance and employee benefit program
- Liaison between external auditors, financial institutions, and the organization

Accomplishments

- Made recommendation to management to implement a bonus system to motivate machine operators this resulted in increase production
- Developed strategy to reduce collection time by introducing incentive discount to customer

EDUCATION

University of New Haven, West Haven, CT
Pursuing Master's degree in Taxation

May 2009

University of New Haven, West Haven, CT
Bachelor of Science in Accounting, GPA 3.49/4.00

2004 - 2005

Housatonic Community College, Bridgeport CT
Associates of Science in Accounting

2001 - 2003

HONORS AND AWARDS

Alpha Beta Gamma Honor Society
Phi Theta Kappa Honor Society
Dean's List
Academic Accomplishment in Accounting