

James Sorrano

2055 Colquist Lane Mobile: 900-800-700
Arlington, VA 22204 Email: jsorrano1@gmail.com

PROFESSIONAL EXPERIENCE

Organization 1, Richmond, VA
Accountant III

August 2013- January 2014

- Supervised accountant I and accountant II.
- Responsible for reconciling two entities bank reconciliations and account analysis.
- Reviewing bank accounts to ensure sufficient funds are maintained.
- Transferring funds to State Street.
- Signing off and approving all bank wires
- Sign off on all refunds and ensure that they are actually due.
- Maintain the Accounts Receivable workflow.

Organization 2, Trenton, NJ
Staff Accountant

October 2009 – May 2012

- Responsible for the accurate and timely reconciliation of the accounting statement to the general ledger at the end of each month and at quarterly close.
- Entrusted with managing full cycle accounts receivable (A/R) reports, including reviewing and analyzing A/R aging reports, and collaborating with management to bring overdue A/R accounts up to date.
- Implemented new billing procedures based on the analysis conducted on particular clients based on their in house systems.
- Investigate collection issues related to billing and conduct audits of outstanding accounts.
- Maintain a working knowledge of Union Guidelines and Standards, and internal computer programs.
- Cooperated with the IT department to streamline the monthly uploading of billings data, which resulted in a less error-prone and faster billing procedure.
- Manage clients by providing outstanding customer service in the areas of billing, collections, and other customer concerns.
- Succeeded in decreasing collections from \$650K to \$150K by working directly with the clients to identify the issues that are causing the delays.
- Process manual cash applications for wire transfers and checks.
- Assess post adjustments, overpayments, refunds, and returning checks.
- Acquired medical knowledge to access client's system to retrieve claim information in regards to usage and payment status.
- Documented all of the procedures for the A/R department.
- Revenue calculation

Organization 3, Center Valley, PA
Job Costing Auditor (Contract - Project)

December 2008 - February 2009

- Calculated certified payroll submission.
- Responsible for the calculation of payroll tax per job, including costing and budget guidelines.
- Verified employees' adherence to union guidelines.

Organization 4, Shalbert, PA
Sales Analyst (Contract - Temp)

November 2007 - April 2008

- Responsible for sales variance analysis every month- and year-end.
- Assisted in the review of monthly financial statements, including the sales variance analysis reports.
- Determined market trends of beer dispensing equipment.

Organization 5, Philadelphia, PA
Real Estate Investment Portfolio Accountant

May 2006 - March 2007

- Independently managed a \$1 billion real estate investment including over 20 investments:
 - Mortgage & Mezzanine loans, hotels, office buildings, residential apartments, malls, and land.
- Prepared journal entries month end to close pertaining to the investments responsible within the portfolio.
- Managed daily cash distributions and contributions, and reviewed budgets.
- Conducted monthly analysis and reconciliation of assigned general ledger accounts.
- Prepared quarterly & year end financial statement results.
- Performed quarterly equity reconciliations including incoming allocation, IRR, sales proceeds allocation, equity rollforward, net partnership interest, equity investment at cost.
- Coordinated and processed acquisitions, sales and conversions.

Organization 6, Trenton, NJ
Auditor (Client)

August 2005 - December 2005

- Attained client information using internal computer system to ensure proper distribution of funds.
- Ensured accurate client practice through investors accounts through bank statement tracing.
- Managed the collection, analysis and verification of managerial payroll information to detect fraud and/or unethical practices.
- Reviewed records to ensure recording of transactions and compliance with laws and regulations.

SKILLS & ACITIVITIES

- Proficient in Microsoft Office applications, AS2 Database, MIR, CMS, and GP.

EDUCATION & HONORS

University of Iowa
B.S. in Accounting, May 2005

GPA 3.5 (Dean's List Fall 2002, Spring 2004)