

REYNALDO CASTILLO ROBLES

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Summary of Qualifications

Highly organized and detail-focused **Bookkeeper** with an exceptional record of accomplishment of accurately handling accounting procedures in deadline-oriented environments. Experienced in a variety of industries like trucking/hauling, restaurant, bar/nightclub, general/law office, and retail.

- ✔ Skilled in all aspects of recording transactions, adjusting entries, reconciling bank statements, and ensuring accuracy and completeness of data.
- ✔ Expertise in developing and delivering monthly, quarterly, and annual financial statements for management within tight deadlines.
- ✔ Knowledgeable in federal and state payroll requirements and process.
- ✔ Proficiency in preparing payroll reports to appropriate agencies according to government dictated deadlines.
- ✔ Proficiency in managing accounts payable and accounts receivable, generating invoices and monthly statements for clients.
- ✔ Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.

Software

- QuickBooks Pro v6.0 – 2002
- Peachtree Premium 2004 Multi-user
- Microsoft Office Professional Suite 97, 00, XP, 03
- Ten Key Calculator
- 60 words per minute

EDUCATION

Bachelors of Science, 2000

University of Texas Pan American – Edinburg, Texas

Major=Economics / Minor=English

PROFESSIONAL EXPERIENCE

Molina Trucking – San Benito, Texas 2004 – Present

Independent Bookkeeper

Manage all financial transactions, posting debits and credits, producing financial statements, and recording all transactions. Prepared quarterly estimated Prepare management reports and financial summaries using Microsoft Excel detailing company's financial status. Generate bank deposits, verify and balance receipts. Create invoices and track overdue accounts. Manage payroll and prepare payroll tax returns.

Key Contributions:

- Implemented the payment of estimated income taxes to reduce the overall tax burden at years end.
- Prepared and delivered to owner personal income taxes and business taxes.
- Depreciated assets under IRS codes to minimize income taxes.

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Alfredo Sifuentes – Pharr, Texas 2004-Present

Consulting Bookkeeper

Setup law office with PeachTree 2005 Pro. Created a chart of accounts and entered clients, vendors, and company information into software. Generated monthly statements and invoices for customers and Lawyer/Owner. Communicated with owner to address inconsistencies and resolve issues. Verified and posted transactions to general ledger. Reconciled and balanced accounts and computed interest rates. Compiled expense and income reports for tax purposes.

Key Contributions:

- Created a smooth process for recording transactions with PeachTree accounting software.
- Entered one year of past data into the system in less than two months while maintain daily transactions.

Martinez Trucking – Harlingen, Texas 2003-2004

Payroll Consultant

Created a payroll process with the owner in mind. Developed complex spreadsheets designed to track all of payroll taxes and employee information. Helped business and individuals reduce their overall tax, year-end tax burden.

Key Contributions:

- Implemented a new process which owner as well as employee deposited taxes on a regular basis.
- Contributed substantial information and creative ideas on payroll procedures.

Veteran’s of Foreign Wars Auxiliary – Raymondville, Texas..... 1999-2001

Head Bookkeeper/Weekend Manager

Manage all financial transactions, posting debits and credits, producing financial statements, and recording all transactions. Prepared quarterly reports for federal and state agencies. Prepare management reports and financial summaries using Microsoft Excel and PeachTree 2003 detailing company’s financial status. Generate bank deposits, verify and balance receipts. Manage payroll and prepare payroll tax returns. Research and resolve inventory problems.

Key Contributions:

- Implemented new customer service ideas which helped increase overall sales, increased cash flows, and perception of the business. (i.e. dollar drinks days, fight-night specials)
- Setup a complete accounting process with inventory tracking for the business since its opening day.
- Devised and implemented a complete payroll process for employer and employees.

R n N Cafe – Raymondville, Texas..... 1997 - 1997

Bookkeeper

Manage all financial transactions, posting debits and credits, producing financial statements, and recording all transactions. Prepare management reports and financial summaries using Microsoft Excel and QuickBooks v6.0 detailing company’s financial status.