**Reginald E. Johnson**

**1315 Northampton Street**

**Easton, PA 18042**

**484-756-0476**

**taraalanbria@gmail.com**

**Areas of Practice**

Intercompany Accounting | P&L Analysis | Budgeting | Balance Sheet Analysis | Forecasting | Variance Analysis | Account Reconciliations | General Ledger Analysis | Month / Quarter / Year End Closing | Fixed Assets | Accounts Payable | Accounts Receivable | Audit | NAIC Reporting | FOCUS Reporting

**Professional Experience**

**Robert Half 2006 – 2016**

Select Clients include: Providence Hospital, National Academy of Sciences, Arabella Advisors, Inc., Thales Communications, Inc., Walker & Dunlop, Dun & Bradstreet, Elsevier, Dechert LLP, Graduate Management Admission Council,New York State Society of CPAs, Calyon, Security Capital Assurance, MetLife, BKF Asset Management, Porsche Design of America, Geller & Company, Providence Hospital

* Month-end close responsibilities
* Reconcile all assigned balance sheet accounts on a monthly basis; identify and resolve all reconciling items.
* Create and input journal entries into various software, including PeopleSoft, Great Plains, Oracle Financial
* Create invoices to bill for various project costs and hours
* Reconcile prepaid drawdowns on monthly basis
* Perform various audits procedures, including the audit of royalty statements and profit and loss statements
* Complete and file Personal Property and other local tax returns; maintain supporting workpapers, prepare the tax returns, and submit returns to taxing authorities.
* Fixed Asset System; ensure that fixed asset records are complete and accurate, balances reconcile to the general ledger, and reports are prepared for Tax purposes, audit purposes, and others as necessary.
  + Interact with outside auditors during year-end audit
* Perform Account Payables function and reconcile sub ledger to general ledger
* Input data to 10Q Pro Forma Statement, consolidate 10Q Pro Forma submissions from various functional areas
* Develop annual budgets and consolidate budget submissions for various functional areas
* Perform amortization of prepaid assets on monthly basis
* Ad hoc reporting
* Foundation Reporting

**Guardian Life Insurance Company 2005 - 2006**

**Senior Accountant**

* Develop annual budgets for Ten First Commonwealth Companies
* Prepare Ad Hoc Expense reports in Microsoft Excel
* Prepare expense variance reports
* Prepare journal entries for ten FCW companies using PeopleSoft General Ledger
* Perform queries in PeopleSoft General Ledger
* Perform General Ledger account reconciliations
* Prepare pivot table expense reports
* Maintain Fixed Assets and Depreciation Schedules
* Daily and monthly reporting out of PeopleSoft
* Created and performed queries and used the Fixed Asset Module for the various Insurance companies

**MetLife 2001 - 2005**

**Systems Analyst**

* Develop annual budgets. Coordinate monthly reviews to ensure budget allocations and expenses are meeting targets
* Work with IT staff and the business operations to assist in the monitoring of the actual expenditures against the budget
* Communicate financial and project issues with the IT staff and business operations
* Provide critical analysis and associated management level reports regarding the Institutional IT Application Development Services Underwriting Information Technology budget
* Support Institutional AD Services Underwriting Information Technology Senior Leadership, Project Managers and Finance with questions, concerns and other issues they may have regarding the expense budgets and Information Technology SLA
* Created Journal entries and input them directly into PeopleSoft using Journal Uploads for Multiline Journal entries and two line entries

**Senior Financial Analyst**

* GAAP and Statutory analytics for Balance Sheet and Income Statement for STD and LTD and other Medical Products
* Entails working closely with the Short Term and Long Term Disability projection team

Assisted in the development of Budget and Forecast for Long Term and Short Disability

**Operations Analyst**

* Assist in the development of revenue and expense forecasts and budgeting for the eight direct reporting groups
* Formulate journal entries to be input to PeopleSoft General Ledger
* Consolidate the month end accruals for the eight reporting groups to be entered to the General Ledger
* Perform expense analysis for the eight reporting groups and their related cost centers through the use of FARO
* Perform queries of the PeopleSoft General Ledger for invoices to be billed to the different IT Customers
* Performed budget analysis and budget transfers through the use of Khalix and Khalix for Excel
* Performed billing through the Empire Time for manual time and material programmers and consultants on monthly basis
* Provide ad hoc expense reports for senior vice president

**Pension Benefits Administrator**

* Responsible for processing annuitant retirements on CTS/GPAY
* Ensured that retiree is receiving proper monthly benefit amounts
* Review monthly statements received on client accounts for accuracy
* Responsible for processing lump sum and roll-over activity for close out contracts

**Staff Accountant**

* On monthly basis, perform account analyses of cost centers
* On daily basis, perform budget analyses and projections for contract consultants
* Distributed projections to project managers & director to make decisions on hours to be worked
* Responsible for accruals for unpaid invoices and submitting time to be worked by consultants
* Received invoices from vendors, reviewed for accuracy, acquired the appropriate signatures for approval, and submitted to AP

# Mutual of Omaha 2000 - 2001

**Field Auditor**

* Primary responsibility is to perform desk reviews of Hospital Medicare Cost Reports
* Responsible for ensuring providers are in compliance with Medicare Guidelines
* Perform on-site reviews (Full Audit, Focused Review, or Problem Resolution) Final Settlement of Provider Cost Report

**Palmetto Government Benefits Administrator 1998 - 2000**

**Field Auditor**

* Primary responsibility was to perform desk reviews of Hospital Medicare Cost Reports
* Ensured that providers are in compliance with Medicare Guidelines. Perform on-site reviews (Full Audit, Focused Review, or Problem Resolution.) Final Settlement of Provider Cost Report

**Resource Bancshares Mortgage Group 1997 - 1998**

**Accounting Assistant**

* Responsibilities included reconciling the Interest, Escrows and Buy down Sub ledgers
* Created Variance Reports to determine if correct amount of funds were requested by debt servicing department
* Reconciled bank statements on a daily basis. Responsible for $10,000,000 in check
* Created Journal Entries and entered in Flexi-Ledger Accounting System

**Education**

Master of Accountancy, University of Georgia

Bachelor of Science, Accounting, Albany State College

**Computer Applications**

PeopleSoft, Oracle, SAP, Great Plains, COGNOS, QuickBooks, Business Objects, Microsoft Excel (Vlookups, Pivot Tables), Khalix, Clarity, Crystal Reports, and Microsoft Office