

RESUME Of Susana Hansen

Mob 0425216733

I specialize in Strata in the area of Accounting *and Bookkeeping*. *I have the ability to communicate with a wide variety of people and establish trust and rapport in the working environment. I'm a team player with exceptional people skills and I'm passionate about achieving goals.*

PROFESSIONAL EXPERIENCE

Strata Plus Pty Ltd
Assistant Accountant.
April 2007- 2009

Key tasks, projects and responsibilities:

- Analyses of Annual accounts pre external audit
- Posting journals and accruals
- Accounts payable checked and proceeded with electronic payment
- Banking balance dairy
- Open new files and entry data for new businesses
- Budget and comparison against actual
- Updated worksheets for distribution of funds
- BAS lodgments, adjustments and payments
- Large reconciliations
- Control Sundry Debtors and Creditors and follow up
- Liaison with the Taxation Department and Auditor

Achievements

- Developed and implemented a company system to control GST
- Becoming a highly effective team player by up skilling across other areas of the business

Progressive Strata Services Pty Ltd
Accounts Department Manager
Feb 2002-2007

Key tasks, projects and responsibilities:

- Chief Accountant- Responsible for all levels of Trust Accounts
- Responsible for changed computer systems from Rockend to BC Max, including planning and organization phases
- Payroll personal (6)
- Investment at the most competitive rates
- Development Control of payments and refunds from GST
- Internal audit and presentation of accounts for the Annual General Meeting
- Liaison with, Auditors, Customers and ATO
- Problem solving and query handling
- Preparation of financial statements for outside auditors.
- Preparation on S.109 and control of S.108

Achievements

Raised the business profile through effective customer service.

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Initiated new investments and negotiated with banks for a better rate
Created procedures for debtors, creditors and general administration
Reduced inquiries regarding accounts and levies by 80% .

Body Corporate Services Pty Ltd

July 1990 –Jun 2001

Accountant - Assistant to Chief Accountant

Key tasks, projects and responsibilities:

Trust Accounting Experience:

- Trust Accounting for Strata Management-using three different Systems
- Report to Chief Accountant
- Queries and update on auditor's financial year end reports.
- Reconciliation and Analyzed year end accounts
- Draft Budgets for all audited Plans
- Preparation of Budget and Expense comparison
- Budgets in Excel if requested
- Cash Flow in Excel regarding big plans
- Assist Tax Agent in Preparing Income Tax for all plans
- Preparation of BAS
- Schedule GST payments
- Opening Balances/ New Plans
- Closing Accounts for Lost Plans
- Resolve Accounts queries to the Strata Managers
- Bank / Levy Reconciliation
- Debtors and Creditors Control

- *Company Accounts BCS Pty Ltd Accounts Payable, reconciliation creditors reporting to Financial Controller (8mths) & payroll Officer for the company same period*

Achievements

- Exceed monthly sales targets
- Developed excellent contacts and lead sources
- Establish new business opportunities and projects

EDUCATION & QUALIFICATIONS

- Diploma in Accounting and Administration (Ranwick) TAFE
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ADDITIONAL TRAINING

- BC Max program in Strata Plans
- MYOB Accounting program
- AS 400 User Workshop – Aspect Computing Pty Ltd
- Pollak & Partners Workshop Excel 5.1 Intermediate
- Acc Pac Accounting system Accounts Payable
- Attache Accounting system Salaries

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- Microsoft-Word 2007 Vista
- Financial services Certificate IV finished Dec/09

SKILLS

- Microsoft office suite of products
- PC conversant
- Tracker database
- RSA holder
- Photoshop 04

REFEREES

On Request

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