

GREGORY M. PAPA

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EDUCATION:

Siena College, Loudonville, NY

- Masters of Science in Accountancy, expected December 2010
- Bachelors of Science in Accountancy, December 2009

Academic Honors: Deans List, Fall 2007, Spring 2008

Study Abroad: Spring 2009: Siena, Italy - The International Center for the Study of Italian Language & Culture

Involvement: Appointed student-representative to the Siena College Board of Trustees Audit Committee; Appointed Member of the Siena College Academic Integrity Committee, Student Senate Club Constitutions Committee, Siena Athletics Marketing Team Assistant, Admissions Office Ambassador & featured student blog contributor, Accounting Students Association, Volunteer English teacher to kindergarten students at Scuola dell'Infanzia Policarpo Bandini-Siena, Italy

RELATED EXPERIENCE:

Audit/Assurance Intern, PricewaterhouseCoopers, LLP, New York, NY

Summer 2009

- Active participant in the second quarter audit of a high-profile public company
- Collaborate closely with client-engagement team to complete various tasks related to the audit including but not limited to: performing tests of internal controls, substantive analytics, tests of details, and carry out audit evidence gathering activities
- Enhance and convey value by building and sustaining client relationships and demonstrating passion about client service

Bookkeeper, Exceed Digital Systems LLC, New York, NY

June 2008-Present (Seasonal)

- Comprehensive management of firm's financial accounting and reporting functions
- Provided professional compilation accounting services including a comprehensive review and reconciliation of General Ledger accounts for fiscal year 2007 for tax preparation purposes
- Performed thorough transaction research and analysis demonstrating a keen ability to recognize and resolve discrepancies
- Responsible for ongoing accounting support and monthly account reconciliations and review

Junior Staff Accountant, Accounting One Solutions, Inc., Greenwich, CT

June 2005-January 2009

- Responsible for full-service compilation accounting services for small businesses and individual clients
- Managed clients' General Ledger and bookkeeping, including but not limited to: QuickBooks data entry and weekly payables processing, customer billings and receivables, cash management and account reconciliations and analysis
- Recorded journal entries to book sales, payroll, month and year-end adjustments, prepared annual 1099s for subcontractors, quarterly sales tax returns
- Lead long-term project of reconciling General Ledger accounts for a high-profile client's two sets of records
- Collaborated closely with CPAs and Senior Accountants to post adjusting entries and prepare GAAP-compliant financial statements

Accounts Payable Assistant, Consumers Union of US, Yonkers, NY

June 2006-August 2006

- Assisted accounting staff with tasks related to accounts payable processing
- Completed A/P invoice imaging and data entry, account reconciliations, cash disbursements and check processing
- Performed various other accounting and financial duties with respect to the organization's strict internal controls
- Aided in tasks relating to requests from the outside independent accounting firm conducting the annual audit

COMPUTER & LANGUAGE SKILLS:

Computer: QuickBooks software packages including the Premier Accountant Edition; Quicken Personal Finance Software; Oracle Financials (A/P Module); Microsoft Office (Word/Excel/PowerPoint/Outlook); MapInfo; Audit Command Language (ACL)

Languages: Proficient in written and spoken Italian

AFFILIATIONS/AWARDS:

- Delta Sigma Pi Professional Business Fraternity, Theta Upsilon Chapter: Active Brother and Executive Board Member, Fall 2007-Present; Marketing & Promotional Chairperson, 2008, 2009; Pledge Class VP of Finance, Fall 2007
- *Recipient of the 2009 Theta Upsilon Chapter "Collegian of the Year" Award*
- Student Associate, New York State Society of CPAs
- Member, American Institute of Professional Bookkeepers

PERSONAL QUALIFICATIONS:

- Dedicated and conscientious with a strong attention to detail
- Highly motivated with the ability to meet deadlines and improve business operations for increased profitability
- Able to take charge and work unsupervised, or as a part of a team
- Organized and able to follow procedures and assist in problem-solving decisions
- Competent and skilled in handling all office responsibilities