

Jason A. Cooper

Professional Profile

Detail-oriented, tech-savvy, hands-on controller with over 15 years of accounting experience. Interested in a position that will utilize my skills and abilities.

Work Experience

Preville Technology Services, LLC. Albany, NY April 2017 to Present

- **Controller**

Duties of this position: Responsible for all accounting functions of the organization from AR/AP and Payroll to month-end reconciliations, monthly financials, and cash flow.

CMC-KUHNKE, Inc. Albany, NY February 2014 to April 2017

- **Accounting Manager**

Duties of this position: Process all AR/AP and Payroll (through ADP)
Month End GL Reconciliations, Bank Reconciliations
Monthly/Yearly Financial Statements, Budget & Audit

**Montgomery Otsego Schoharie Solid Waste Management Authority (MOSA)
Howes Cave, NY January 2007 to June 2014**

- **Senior Accountant**

Duties of this position: Overseeing AR, AP, & Payroll
Reconciliation of Balance Sheet Accounts (~140 accts)
Monthly Accrual & Amortization Entries
Monthly Board Reports (30 pgs) & Board Presentation
Monthly/Yearly Financial Statements
Yearly DEC Reporting (Transfer Station, Recycling)
Yearly Budget and Audit / Yearly PARIS Reporting

NBT Bancorp Canajoharie, NY January 2002 to January 2007

- **Staff Accountant**

Duties of this position: Completion and maintenance of several regulatory reports
General Ledger reconciliations & maintenance

Skills & Abilities

- Extremely proficient in **Microsoft Excel & Crystal Reports**.
- Working knowledge of **MAS-90, Quickbooks, & Microsoft Dynamics GP (Great Plains)**.
- Extremely organized and able to meet deadlines.
- Good phone etiquette and communication skills.

Education

2002 – 2004 Fulton-Montgomery Community College, Johnstown, NY

Associates Degree in Accounting

- Maintained a 3.6 GPA

References

Available upon request.