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Ivan R. Betancourt

Objective:

Seasoned Professional seeking opportunity to contribute my vast knowledge and experience in multiple accounting principles in a dynamic organization with the opportunity for growth and advancement.

Professional Profile:

- ❖ More than ten years of management experience
- ❖ Well-rounded, results driven accounting professional with multiple years of experience,
- ❖ Team player, quick learner, detail oriented and is comfortable with demanding deadlines and fast-paced environments
- ❖ Full range of accounting skills; AR/AP/PR/GL through month end financials
- ❖ Excellent interpersonal and organizational skills
- ❖ Proficient in multiple programs including; Word, Excel, WordPerfect, QuattroPro, PowerPoint, Accounting software such as DacEasy, Peachtree, Quick Books, and other office programs. 10-key proficient.
- ❖ Able to manage people, inventory, and operate heavy equipment and machinery
- ❖ Bilingual (English-Spanish)
- ❖ Very trustworthy, dependable, and safety-conscious

Professional experience:

Accounting Department Supervisor Carday Associates, Inc., Columbia, MD June 2012 – present,

- ❖ Manage staff of fourteen including hiring, terminating, disciplinary actions and evaluations of all department employees
- ❖ Oversee all accounting activities which included but was not limited to: AR/AP/PR/GL, Reconciliation of bank and investment statements
- ❖ Process payroll for the staff
- ❖ Delegate new tasks and duties to staff
- ❖ Communicate with staff verbally and in writing
- ❖ Assure that staff questions on policies and procedures are resolved to ensure their compliance with federal, state and client regulations and assure proper segregation of duties in accordance to Generally Accepted Accounting Principles(GAAP)
- ❖ Review the staff's reports for accuracy and reviewed any outgoing correspondence
- ❖ Complete month-end balancing of receivables against the GL entries for all clients
- ❖ Communicate with outside professionals and vendors with regard to audits and yearly reports

- ❖ Complete and timely filed Federal and State tax returns including 940's, 941's, 944's, 945's, 1099's and 1096's, W-2's and W-3's
- ❖ Direct involvement in developing financial report for all clients
- ❖ Other duties in order to complete the task needed and produce a quality final product

Accounting Clerk Carday Associates, Columbia, Maryland March 2009- June 2012

- ❖ Maintained and post cashbook for all transactions
- ❖ Maintained multi client journals
- ❖ Prepared financial statements to be reviewed by Executives
- ❖ Ascertained discrepancies and initiate corrective actions
- ❖ Direct interaction with executives and clients
- ❖ Processed electronic federal and multiple states tax payments

Metal Fabricator Ross Metal Products Inc., Westminster, Maryland Sept. 1995 –Jan. 2009

- ❖ Fabricate sheet metal parts from blue prints or CAD drawings for a variety of industries such as: machinery, computers, medical equipment, sound systems, and others.
- ❖ Operate heavy machinery and equipment

First Assistant Manager The Pep Boys Inc., Langley Park, Maryland May 1994 - Sept. 1995

- ❖ Managed inventory control, payroll, and other bookkeeping duties for US\$4.5 million annual revenue retail store.
- ❖ Supervised and managed 40-person sales and service staff.
- ❖ Managed all aspects of customer service issues such as questions, recommendations, claims, and complaints.

Community Service:

Commissioner, Governors Commission on Hispanic Affairs Oct. 2003 –2007

- ❖ Served in the advisory body to the Governor, the Maryland General Assembly, and agencies within the Executive Department on matters relating to the Hispanic population of Maryland
- ❖ Worked with the Hispanic population of Maryland, community leaders, private groups, and agencies of the Federal, State and local governments for the purpose of serving and representing, in the coordination of programs and services on matters that affects the health, safety and welfare of the Maryland Hispanic community.
- ❖ Reviewed, evaluate and made recommendations on any proposed Federal, State, of local legislation, regulation, policies, or programs that affect the health, safety and welfare of the Maryland Hispanic community.

Volunteer Firefighter/EMT-B Howard County Department of Fire and Rescue
Columbia, Maryland

1995 - Present

Certification Received several certifications such as:

- ❖ Certified to hold rank of Lieutenant
- ❖ Emergency Medical Technician-B
- ❖ Managing a Volunteer Department as a Business
- ❖ Pro Board Firefighter I & II
- ❖ Pro Board Fire Officer I
- ❖ Pro Board Hazardous Materials Awareness and Operation Tech

Education:

Associates degree on Accounting

2009-2011 University of Phoenix Columbia, Maryland

1996 Maryland High School Diploma Howard Community College Adult Education, Columbia, Maryland

1982-1985 High School Paint Branch High School, Burtonsville, Maryland

Awards and Recognition:

Letters of recognition:

- ❖ Outstanding Customer Service
Mr. Mitchell G. Lebovitz, Chairman of the Board and CEO, The Pep Boys Corporation.
- ❖ Commitment to Community Outreach in Fire Prevention
Mr. James E Heller Director of Howard County Department of Fire and Rescue

Citations:

- ❖ Recognition of Service to The State of Maryland
Governor Bob Ehrlich of the State of Maryland, January 2007
- ❖ Recognition of Community Activism
The State of Maryland General Assembly, January 2006

References:

Available upon request.