

# **BYRON WHIDDON**

## **Accounting and Marketing, MSMM Engineering, LLC**

### **INTRODUCTION**

Byron Whiddon currently manages and performs all accounting and marketing aspects for MSMM Engineering, LLC (MSMM), along with assisting in office administration tasks of the organization. He is experienced as staff accountant, finance analyst, claims analyst, field surveyor supervisor, and marketing manager. Previously Mr. Whiddon worked in public accounting with clients in a diverse group of industries where he obtained extensive accounting knowledge. Mr. Whiddon assisted with processing vendor claims for the British Petroleum (BP) oil spill where he expanded his audit experience. Before embarking on his accounting career, Mr. Whiddon traveled the United States extensively for the country's largest marketing research firm. As a marketing manager for a local catalog firm he excelled in creation of publication materials. Former working environments range from a small business atmosphere to the global corporate stage.

### **EDUCATIONAL QUALIFICATIONS**

2011, B.S., Accounting, Southeastern Louisiana University, Hammond

2005, B.A., Marketing, Southeastern Louisiana University, Hammond

### **SPECIFIC SOFTWARE EXPRTISE**

- QuickBooks
- Creative Solutions Accounting
- Lacerte
- JD Edwards EnterpriseOne
- Great Plains
- MS Office

## WORK EXPERIENCE

- Full-cycle accounting (invoicing, A/P, A/R, payroll, expenses, tax preparation) for 20+ clients and vendors for engineering firm.
- Processing and tracking of time sheets submitted by employees.
- Preparing and processing entire payroll functions.
- Maintaining licenses and certifications for firm.
- Assistance with Office Administration.
- Assisting President in any and all business functions.
- Maintaining organized filing for documents, invoices, and expenses.
- Maintaining business relationships with clients, vendors, and governmental agencies while establishing new relationships.
- Attending monthly board meetings for governmental agencies.
- Completed monthly write-up for 17+ clients of diverse industries in multiple states
  - **QuickBooks** and **Creative Solutions Accounting** experience
  - Account reconciliations, payroll, quarterly payroll, workers' comp, and sales tax with form completions and payments
  - Tracked depreciation for fixed assets through Client Solutions Fixed Assets
  - Researched and drafted IRS and State response letters for notices on behalf of clients
  - Prepared Individual, Partnership, S-Corp, Corporate, and Fiduciary tax returns in **Lacerte**
  - Assisted with completion of client financial loss claims for BP oil spill
- Industry Exposure: Professional Engineering, Dentistry, Veterinary, Auto Repair, Agriculture, Insurance, A/C & Heating, Nonprofit, Restaurant, and Estate.
- Primarily Profit & Loss statement analysis.
- Monthly calculations and reconciliation of Royalties and Severance Tax accounts.
- Assisted Finance Manager and CFO in weekly projects and month-end close.
- Generated reports in **JD Edwards EnterpriseOne**.
- Budget load of forecasts along with inventory analysis and maintenance.
- Marine accounting exposure.
- Reviewed/edited A/R and A/P batches for posting in **Great Plains**.
- Reconciled monthly bank statements, company credit cards, payroll, employee insurance, A/R and A/P accounts.
- Prepared monthly sales tax returns and inventory audits.

## **WORK EXPERIENCE (CONTINUED)**

- Created and tracked employee incentive programs for efficient productivity.
- Performed audit and data collection for accounts in litigation.
- Reviewed vendor claims for billing to BP.
- Analyzed data concerning quantity, cost, and dates for correct billing to BP.
- Charged with training new claims analysts after 1 month of employment.
- Reviewed and submitted claims by month.
- Traveled the Continental United States 90% out of the year collecting research data for a national marketing database.
- Trained surveyors in the field while supervising markets.
- Promoted to supervisor in first 6 months of employment.

## **SKILLS & APTITUDE**

- Accounting
- Business Management
- Marketing
- Self-motivated
- Superb organizational skills
- Detail-oriented
- Solid ethical foundation
- Team player
- Timely and efficient
- Analytical and problem solving skills
- Professional written and verbal communication