
VICTORIA (DARLENE) BAKSH

78 King Street • Weston, ON M9N 1L3 • 647-537-6926 • darlenebaksh@sympatico.ca

ACCOUNTANT

Currently seeking to obtain an Accounting position within a Film/TV Production that will enable me to use my skills, work experience and education to assist with the day to day operations of the Industry: Including, Payroll, Accounts Payable, Petty Cash reconciliation, PCard reconciliation, General ledger, financial reports, budgets and investigative work.

Have solid employment record. Perform at an optimum under minimal supervision and as a team member in support of management and in the best interest of a company/organization.

Committed to producing high quality productivity in a timely manner with 100% accuracy and detailed oriented.

PROFILE

- Innovative thinker, with analytical capabilities.
- Championed bookkeeping skills to financial statements

ADMINISTRATION & CORE STRENGTHS

- Combine strong organizational and communication skills; meeting deadlines
- Records Management, Confidential Handling

- Highly adaptable, rapidly learn new procedures, and quickly adjust to changes in schedule and organizational objectives.
- Offer unparalleled integrity, initiative, resourcefulness, consistency, and diligence in achieving business objectives
- Results-oriented, able to balance multiple duties, consistently delivering results on time.

PROFESSIONAL EXPERIENCE

WONDERFUL WORLD
2nd Assistant Accountant

April 2017 – August 2017

P-Cards – Cashed/Comdata

- Auditing, entry, G/L coding, posting (Vista) and reconciliation to the weekly credit card statements (70 cardholders), prepared AP check weekly, assisted with petty cash reconciliation.

MURDOCH MYSTERIES SEASON 10
Trainee Assistant Accountant

August 2016 – January 2017

Assisted the Payroll person, duties included

- Reviewed all Deal Memos ensuring completeness
- Calculated background vouchers
- Entered daily time sheet for hot cost report
- Assembled the cheques
- Filed payroll away
- Managed Residual binders and excel spreadsheets
- Audited Payroll files for completion during wrap

Assisted the Accounts Payable/Petty Cash person, duties included

- Reconciled Gas Cards, created a spreadsheet for missing receipts
- Petty Cash reconciliation and entry
- Created Petty Cash files and filed all documents
- Entered Petty Cash envelopes
- Audited Accounts Payables and Petty Cash for completion during wrap

Assisted the Production Accountant, duties included

- Bank Reconciliation
- Journal Entries

BRUNO AND BOOTS: THE WIZZLE WAR

July 2016 – September 2016

Trainee Assistant Accountant

- Filing, photocopying, scanning and maintained A/P files
- Overlooked and ensured that all deal memos were completed
- Maintained Petty Cash files
- Maintained Payroll files and assembled pay cheques
- Audited Petty Cash
- Petty cash entry
- Accounts payable entry
- Purchase order entry
- Audited all files for completion during wrap

BRUNO AND BOOTS: THIS CAN'T BE HAPPENING AT
MACDONALD HALL

July 2016 – September 2016

Trainee Assistant Accountant

- Filing, photocopying, scanning and maintained A/P files
- Overlooked and ensured that all deal memos were completed
- Maintained Petty Cash files
- Maintained Payroll files and assembled pay cheques
- Audited Petty Cash
- Petty cash entry
- Accounts payable entry
- Purchase order entry
- Audited all files for completion during wrap

COMMUNITY SPORT VOLUNTEER

Dec 2015 – Present

- Treasurer, Assist in planning and managing Baseball Program, Registrar, Sponsorship, Scheduler, Assign umpires for all games, Prepare documents for all permits etc., Answer all inquiries, emails, filing, scan documents and photocopying.

BOOKKEEPER / ACCOUNTANT / FINANCIAL MANAGER
Muttluks Inc., Scarborough, Ontario

Jan 5 2015 – Nov 18 2015

- Managed the entire administration department, while functioning with full understanding of all duties in the manufacturing industry.
- Negotiations with vendors, prepared purchase orders and matched them to the invoices, prepared cheques and filed all invoices.
- Responsibilities include handling company audits and reviews (Labour), maintaining the Accounts Receivables, Accounts Payables, Petty Cash, General Ledger, Quarterly HST reporting, bank reconciliation

- for Canadian and US accounts, credit card reconciliation, implementing internal procedures, ordering office and warehouse supplies and prepared sales commission reports
- Competently serve as the main administrator for Payroll, audited time sheets, processed payroll, electronic deposits and employee pay adjustments and work closely with all government agencies, prepare monthly and annual WSIB.

PROFESSIONAL EXPERIENCE (CONTINUED)

BOOKKEEPER / ACCOUNTANT
Plum Traders Inc., Toronto, Ontario

1992 – Sept 2013

- Take full accountability in managing the entire accounting department while functioning at an optimum independently and providing comprehensive services with full understanding of all duties
- Accurate and precise in everything, ensure work is completed on time.
- Cross functional skills applied in: rental leasing, equipment leases, office administration management, hiring, doing annual reviews, negotiations, customer service.
- Competently serve as the main administrator for Payroll and employee benefits, work closely with all government agencies, monthly and annual WSIB, and proficiently handle any non-anticipated situations that may arise and require attention.
- Responsibilities included: accounts payable, accounts receivable, data entry, bank deposits, maintained petty cash, handling company audits, maintaining the cash flow statements, purchase orders, budgeting, troubleshooting, investigative research, cargo insurance reports, bank reconciliation for Canadian and US accounts, credit card reconciliation, internal procedures, communications, duty and excise, and preparing sales commission reports, preparing quarterly HST returns, Annual EHT, Annual T4's and T4A's.
- Expertise in using analytical and critical thinking to decipher complex accounting in best practices
- Accustomed to working with spreadsheets in MICROSOFT EXCEL, using INTERNET, EMAIL, ADP PAYROLL, ACCPAC, QUICK BOOKS, and MICROSOFT WORD.
- Additional information related to accounting can be offered during an interview session.

EDUCATION & CREDENTIALS

EP CANADA – Advance Global Vista Certificate - February 2017
EP CANADA – EPOL Payroll – Completed January 2017
DGC Advanced Payroll – Completed December 2016
Workplace Health and Safety Certificate – July 2016
WHMIS 2015 Certificate – July 2016
Respectful Workplace and Set Etiquette – Completed July 2016
St John Ambulance Emergency First Aid with Level C CPR & AED Certified – July 2016
DGC Orientation – Completed June 2016
DGC Accounting Fundamentals – Completed May 2016

Accounting Computer Courses: QuickBooks Advanced, Accpac, Bookkeeping Refresher course completed - Jan. 2013

Taxation course: H & R Block completed – Dec. 2013.

Financial Accounting Refresher courses at Ryerson University, 2009

Completed two years of the CGA

Business Administration Diploma, Major: Accounting, George Brown College, Toronto, Ontario

Software Applications: Advanced level in both Excel and MS Word

ESL Teacher Certified, March 2008

AFFILIATIONS

Member, American Bookkeeping Association

Member, DGC

KEY ADVANTAGES OF ADDING ME TO YOUR TEAM

- ❖ A definite **“people” person** with a talent for winning the trust, confidence, and patronage of clients, peers, senior management, key decision-makers and a **hard worker**. Treat everyone from diverse cultures, demographics with equality, fairness, dignity and integrity. Have an upbeat **positive attitude** and exceptional customer service delivery. Apply communications with clarity both verbally and in written business correspondence.

- ❖ Creative **decision-maker** and **problem-solver** focused on developing effective solutions and exceeding project goals while ensuring the continuous delivery of top quality services.

- ❖ Internal support to departmental operations, adept at handling highly confidential and sensitive company information, **maintaining detailed administrative and procedural processes**, and retrieving and manipulating data quickly and accurately. Strong keyboarding and Internet navigation skills. Punctual.

- ❖ Proficiently **assesses needs and develops / implements cost savings** and operations improvement including inventory management, financial analysis, direct purchasing, and will immerse in any task required to enable management operations and the accounting department to flow smoothly on a daily, weekly, monthly and annual basis as a valued employee.