Evan Greschner

The Pennsylvania State University

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**EDUCATION**

**Bachelor of Science in Accounting**  2016-2020

The Pennsylvania State University

Smeal College of Business, University Park, PA

**Honors:**

* Dean’s List Spring 2018

**VOLUNTEER WORK**

**Assistant Minister** 2011-2018

* Read passages in front of large amounts of people
* Assist Pastor

* Help Community

**Certificates**

**Forklift Certified** September 2022

**WORK EXPERIENCE**

**Staff Accountant I** December 2021-Present Silberline Manufacturing CO, Tamaqua, PA

Responsible for performing a wide range of accounting tasks related to the accounts payable function and analysis in our Accounting software called Adage. This includes receiving, processing, and verifying invoices, tracking, and recording purchase orders, processing payments, reconciling specific general ledger accounts and trouble-shooting various issues within the department. I provide recommendations and meaningful spend analysis to management to better understand cost savings opportunities.

**DUTIES:**

* Manage and forecast weekly spend and process invoices for payment accordingly.
* Manage company credit cards, expense reporting system, and process expense reports
* Produce monthly analysis, reports, and make recommendation for improvements
* Manage Sales Use Tax monthly by looking at reports determining what is acceptable
* Maintain vendor agreements and ensure compliance with negotiated terms
* Prepare account analysis/maintain accurate historical records.
* Maintain confidentiality of organizational information
* Sort, code, and match invoices to ensure consistent and accurate departmental postings
* Post transactions to journals, ledgers, and other records
* Reconcile accounts payable general ledger transactions
* Reconcile Unvouchered Receipt transactions
* Work with vendors
* Work with vendors daily and respond to inquiries, maintain good relationships.
* Assemble, review, and verify invoices and check requests
* Enter payments weekly into banking system
* Create/process checks for vendors/employees
* Participate in month end closing
* Provide supporting documentation and work with external auditors
* Flag and clarify any unusual or questionable invoice items or prices and provide resolution
* Research and resolve invoice discrepancies and issues

**Audit Associate** November 2020-November 2021 Doeren Mayhew CPA’s and Advisors, Reston, Va

* Work as a member of an engagement team
* Preparation and review of financial statements, reports, workpapers, audit programs, etc. in Knowledge Coach Software
* Reviewing and analyzing client internal controls / Identifying and resolving client issues / Client Interaction
* Work closely with clients and staff to develop client and project risk assessments, implementations, and recommendations
* Maintain active communication with engagement team and clients to manage expectations, deadlines, and deliverables
* Preparation and review of financial statements and management reports

**Tasks completed from Job**

* Loan/Loan Review
* Board Minutes
* 401(k) Workpapers
* Property, Plant, and Equipment
* Income Statements
* Investments
* Certificate of Deposits
* Prepaid Expenses and Other Current Assets
* Financial Statements
* Report to Shareholders/Board Members/Supervisory Committee
* Financial Highlights
* Cash
* Shares
* Equity
* Analytics
* Bank Reconciliations
* Disclosure Checklists
* Client Letters
* Journal Entries
* Balance Sheets

 **Accounting Intern** June 2019-August 2019

ALTRES STAFFING, Honolulu, HI

* Learned how to complete many tasks under the Controller, Assistant Controller, and multiple employees in the Accounting

Department. Completed tasks from various reports, audits, and bank reconciliations.

* Learned how to use different accounting programs
	+ Tableau (Software that has data inputted in order to make visualizations for clients to understand)
	+ Davison (Software that is used to find clients for reports)
	+ Great Plains Microsoft (Software that controls receivables, payables, sales, finances, payroll, inventory)

**Tasks completed from Internship**

* General Ledger trail balance
* Asset Accounts
* Accumulated Depreciation
* Fixed Assets
* Journal Entries
* WAOT (Weighted Avg OT calculations)
* Payroll Schedule/Analysis Report
* Invoice Formatting
* Check Requests
* Invoices
* Quarterly TDI taxes
* 401k Reports
* Pay code Audits
* Work Comp Valuation Reports
* Bank Reconciliations

**Golf Associat**e April 2017-September 2017

Eagle Rock Resort, Hazle Township, PA

* Worked at golf range, handled money
* Learned responsibility getting the money to the clubhouse after hours, Interaction skills

**Snowboard/Ski Instructor** November 2016-December 2017

Eagle Rock Resort, Hazle Township, PA

* Taught children and adults in groups of 1 to 20 people from any age starting at 3 years’ old
* Learned patience, how to interact with people, how to become a leader