

# Joseph Sulkowski

9 Brunswick Circle Howell, NJ Phone: (848) 459-7208 Email: JSulkowski1990@gmail.com

## Professional Experience

### **AFFINITY FEDERAL CREDIT UNION**

#### **Accountant, June 2017 – Current**

- Process and analyze daily transactions in accordance with (GAAP) policies
- Create financial statements, balance sheets, call reports, FRB & JP Morgan daily bank recs
- Prepare daily, monthly, quarterly, and annual reports
- Daily balancing of general ledger accounts for assets, liabilities, and cash
- Prepare and maintain monthly, quarterly, and annual account and bank reconciliations
- Advanced excel functions (i.e. V-Lookup and Pivot Tables)
- Knowledge of (GAAP) (BSA) (AML) and (OFAC)

### **United Teletch Financial Federal Credit Union, Tinton Falls, NJ**

#### **Accountant, October 2014 – June 2017**

- Process and analyze daily transactions in accordance with (GAAP) policies
- Prepare monthly, quarterly, and annual reporting
- Create financial statements, balance sheets, call reports, and FRB daily bank recs
- Daily balancing of general ledger accounts for assets, liabilities, and cash
- Prepare and maintain monthly, quarterly, and annual account and bank reconciliations
- Liaison between accounting and lending department for funding accounts and First Mortgage accounts
- Assists comptroller in financial analysis and annual audits
- Knowledge of (GAAP) (BSA) (AML) and (OFAC)

### **Favalli LLC, Howell, NJ**

#### **Accountant, May 2012- October 2014**

- Managed accounts payable, accounts receivable, and payroll departments
- Handled tasks related to cash disbursement and cash reconciliation
- Coordinated weekly payroll functions for 15-20 employees
- Monitored and recorded company expenses
- Used Excel and QuickBooks to track and record company information

## Georgian Court University

B.S. May 2015 Bachelors of Science in Finance  
G.P.A.: 3.62 Honors: Dean's Scholar Award  
Related Coursework: Financial Management, Investment Analysis, Financial Accounting, Economics, Accounting 1&2, Intermediate Accounting 1&2, Managerial Accounting, and Cost Accounting

## Personal Accomplishments

Received Dean's Scholar Award at Georgian Court University  
4-Year 3 Sport Varsity Letter Winner (soccer, wrestling, baseball)

References available by request