Jose B. Dixon II

**Senior Accountant**

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# Professional Profile

Strategic and results-driven **Senior Accountant** with over 10 years of expertise in accounts payable management, financial reconciliation, and process improvement. Expert in automated AP platforms (5+) and ERP systems, with demonstrated success in enhancing operational efficiency and ensuring compliance. Skilled at building strong vendor relationships, managing budgets, and executing month-end and year-end closings.

**Army Veteran** known for exceptional attention to detail, maintaining confidentiality, and delivering outstanding results under tight deadlines. Champions organizational values of collaboration, accountability, respect, and excellence.

**Areas of Expertise**

Microsoft Dynamics GP Sage Intacct

Financial Accounting & Auditing Automated AP Platforms (**5+**) ERP & HRIS Systems (**10+**)

Account Reconciliation (Prepaid etc.) DC Sales & Use Tax Filing | 1099 Accounts Payable & Receivable Organizational & Multitasking Skills Contract Management

P&L & Expense Reporting Vendor Relationship Management

Advanced Excel and Data Analysis

Month-End and Year-End Closing

**Skills Overview**

***Impeccable eye for detail*** ensuring precision in data analysis and maximum stakeholder satisfaction.

***Substantial practical expertise*** in accounting processes and error resolution, supported by **10+** years of experience and advanced Excel training.

***Cultivates and maintains*** strong partnerships across departments, creating seamless workflows with internal teams and external vendors.

***Documented Success in employee training*** especially in software systems, with proven ability to effectively transfer knowledge and operational best practices.

***Excellent communication and collaboration efforts*** strengthening client relationships, vendor retention, and company culture.

# Project Achievements

**Transformed recruitment** processes and new employee orientation, significantly improving onboarding experiences in 2019.

## **Successfully managed** a 400% workforce expansion from 2020 to 2021, showcasing strong leadership abilities.

**Received commendations** from executive leadership for expertly training over 200 staff members in CostPoint Deltek.

## **Recognized** for seamlessly providing cross-training in tax equalization processes.

**Professional Work History & Responsibility Summaries**

**Accounts Payable and Contracts Manager |** American Health Law Association Feb. 2024 - Jan. 2025 Washington, D.C 20005

* Managed end-to-end accounts payable processes for **200+** invoices monthly, ensuring accuracy and compliance with tax laws and accounting standards.
* Streamlined operations by implementing and managing RAMP (formerly Anybill) for enhanced workflow automation.
* Led month-end AP closing, reconciling sub-ledger accounts within the general ledger.
* Maintained vendor relationships, onboarded new vendors, and ensured accurate 1099 filings.
* Supported budgeting processes and audits through detailed financial reporting.
* Managed contract lifecycle including drafting and compliance monitoring (Insurance, Hotels, Venues, Royalties, etc).

**Accounts Payable and Payroll Accountant |** American Association for Justice Aug. 2022 - Jan. 2024 Washington, D.C 20001

* Processed **250+** monthly invoices using automated AP platforms, ensuring compliance with company policies.
* Managed DC Sales & Use Tax returns, including account reconciliation and discrepancy resolution.
* Reconciled accrued expenses and pre-paid accounts for accurate month-end reporting.
* Administered payroll processing, including benefit deductions and federal compliance.
* Managed 1099 filings and vendor information accuracy.

**Tax Accountant |** Lockheed Martin, July 2021 - April 2023 Rockville, Maryland

* Led tax equalization processes across **50+ countries**, overseeing host tax payments and compliance.
* Conducted audits of international expenses exceeding **$1 billion annually**.

**Accountant & Office Manager |** Advanced Employee Intelligence June 2019 - July 2021 Washington District of Columbia

* Chartered a **400%** increase in employees between 2020-21.
* Digitized financial reporting, **20+** government contracts, and AP/AR processes. Created comprehensive financial reports for executive leadership.
* Managed HRIS system for **250+** employees, overseeing payroll, recruitment, and onboarding processes.

**Junior Accountant & Office Manager |** A.R. Brooks Paint Contracting,

## Monroe, LA January 2015 - April 2019

* Managed financial recordkeeping, AP/AR, payroll, and tax filings.
* Administered HR functions for 20+ employees, including onboarding and benefits management.

**Combat Engineer |** U.S. Army January 2017 - May 2019

### EDUCATION

**Bachelor of Arts - BA in Psychology** *Grambling State University*

Grambling, LA December 2014

### Additional Skills

* QuickBooks, Microsoft Suite (Excel, Word, PowerPoint, Outlook)
* Financial reporting, GAAP compliance, and budgeting
* Strong customer service orientation and training capabilities
* Budgeting | Organizational & Multitasking Skills | Confidentiality & Tact