

JANE DOE

Baltimore, MD
XXX-XXX-XXXX
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SUMMARY

Accountant with six years' experience and established financial reporting foundation. Knowledge of general ledger, month-end close, reconciliations, account analysis, and financial statement preparation. Takes initiative and excels at meeting challenges and deadlines. CPA candidate; Audit, Regulation, and Business Environment sections of the Uniform CPA exam completed.

EDUCATION

University of Baltimore, Merrick School of Business May 20XX
M.S. in Accounting and Business Advisory Services
GPA: 4.0

Loyola University May 20XX
B.S. in Business Administration, Accounting

ACCOUNTING EXPERIENCE

Accountant, Smith & Son Corporation, Baltimore, MD Jan. 20XX – Present

- Complete month-end closing and reconciliation of cash, liability, and expense accounts
- Maintain general ledger by generating and posting journal entries using Microsoft Dynamics SL
- Perform quarterly internal audits of financial statements and general ledger accounts
- Create monthly bank and investment account reconciliations using Microsoft Excel
- Manage financial reporting of 25+ insolvent companies
- Report financial position to Director and President on monthly basis

Accomplishments:

- *Improved Financial Statement Accuracy* - Performed internal audit, discovered extensive prior period financial statement errors. Corrected statements through journal entries, adjustments, and reconciliations
- *Corrected Fixed Asset Accounts* - Discovered capitalization/depreciation of assets fully expensed in a prior period. Made necessary corrections. Established procedures for recording of fixed assets and depreciation
- *Timely Accounts Receivable Collection* - Recovered outdated Company Database through extensive audit. Implemented quarterly maintenance system to ensure prompt collection of special assessment funds
- *Improved Department Functionality* - Established task lists for utilization of finance employees. Ensured financial, administrative, and external reporting responsibilities are performed accurately and on time

Staff Accountant, Service Industry Solutions Inc., Baltimore MD June 20XX– Dec. 20XX

- Full cycle A/P and A/R including Collections and Billing
- Multiple bank reconciliations and record keeping
- Detailed analysis and preparation of reports for the President
- Payroll for 350+ employees including 1099s and tax reporting

Accounting Intern, CVCA Inc., Halethorpe, MD Sept. 20XX – Dec. 20XX

- Enter, maintain Accounts Receivable and Accounts Payable
- Utilize QuickBooks for other budgetary responsibilities
- Assist with month-end financial reports

RELEVANT SKILLS

- Individual and corporate tax return preparation
- Proficient with Microsoft Office and Quick Books
- Excellent attention to detail and communication skills