

# Professional Accountant Resume

## JOHN SMITH

---

360-555-1212 • 9600 NE My Address St. - Seattle, WA 11111 • jsmith@nowhere.com

---

### CAREER OBJECTIVE

Versatile team player eager to contribute a strong finance, accounting, & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

### PROFILE

- Offer a 10-year background in accounting and finance, with experience ranging from P&L/financial statements, management reports, general ledger, and journal entries to multi-state payroll, accounts payable/receivable, reconciliations, inventory variances allocation, and job costing
- Additional cross-training and experience in diverse areas of business operations including staff training and direction, order management, software training, and operational/technical documentation
- Effectively identify, develop and execute strategies to boost productivity, efficiency and quality
- Dynamic organization, project planning, time management, and multi-tasking abilities
- Actively facilitate and contribute to collaborative team environments and welcome increasing responsibilities as well as opportunities for professional development
- Readily adapt to new professional settings/industries and adeptly acquire and apply new skills and knowledge toward supporting company goals
- PC Literate with technical proficiency in Axapta, MAS90/MAS200, QuickBooks, Microsoft Office Suite (including Excel Spreadsheets), and ADP Payroll (Certified)

### PROFESSIONAL EXPERIENCE

Company Name 2005 - present

#### **Accounts Payable Specialist/Payroll Specialist/Accounting Specialist**

- Apply sharp organization, analytical and multitasking abilities toward managing accounts payable, general ledger transactions, accounts receivable, daily invoicing, cash posting, and multiple account reconciliations.
- Proficiently handle full-cycle accounts payable for over 200 vendors, with accountability ranging from weekly check processing and GL coding to account reconciliation and allocation.
- Process bi-weekly payroll for over 100 employees nationwide.
- Facilitate sales order process from initial receipt, confirmation and updating through timely delivery.
- Demonstrate dynamic leadership skills in training and directing team members.
- Strategically developed innovative order process and procedures that has been adopted by company and remains in use to date.

Company Name 2004 - 2005

#### **Corporate Store Accountant**

- Efficiently managed payables and receivables including reconciliations, payroll and general ledger functions.
- Posted, reconciled and allocated inventory variances to general ledger for corporate office as well as 7 multi-state cafes.
- Steered reconciliation of bank and credit card accounts.

Company Name 2001 - 2004

#### **Accounting Manager**

- Compiled and prepared detailed financial statements, management reports and journal entries.
- Developed and produced Excel spreadsheets for P&L, balance sheet, income summary, and trial balance.
- Productively managed multi-state payroll processing.
- Significantly improved accounts payable/receivable operations by developing and implementing proactive workflow procedures.

Company Name 1996 - 2001

#### **Bookkeeper**