

# ACCOUNTING RESUME

Phone: (615) 537-1036 | Email: support@youremail.com  
Web Address: <http://www.cpresumes.com>

Experienced and highly qualified Accounting Clerk with a B.S.B.A. in Finance and a solid background working in compliance with Generally Accepted Accounting Principles (GAAP). Solid communication, interpersonal, time management, analytical, organizational, and leadership skills. Currently seeking a position as a Staff Accountant which will effectively utilize all acquired skills, abilities, and areas of expertise as follows:

- Accounting/Payroll
- Bookkeeping
- Accounts Payable/Receivable
- Bank Statement
- Customer Service
- Regulatory Compliance
- Reconciliation
- Tax Preparation
- Journal/Data Entry
- Vendor Management
- Inventory Control
- Ethics & Integrity

## CORE COMPETENCIES

- Collaborating with Estimator regarding vendor prices of materials and equipment for projects, as well as extracting supplier information for contracts, invoices, waivers, and insurance certificates for billing purposes.
- Expertise in developing and delivering monthly, quarterly, and annual financial statements, as well as audit reports for management and within stringent deadlines.
- Proficient in various accounting programs and Microsoft applications, such as Multiply Task, Seasoned Tax Professional, MS Office Suite, Peachtree, Pivot Table, Vlookup, JD Edwards, QuickBooks, and SAP.

## PROFESSIONAL PROFILE

**Company Name** · New York, NY

Sept. 2010 - Present

- Brought in to correct discrepancies between supplier's invoices in accounts payable and to support the Accounts Payable Manager.
- Saved the company thousands of dollars by successfully identifying and correcting many discrepancies.
- Processed over 200 payments and invoices weekly and digitalized for future review.

## EDUCATION

**Tax Preparation Course** · H&R Block (2009)

**B.S.B.A. in Finance** · University of New York