

# STAFF ACCOUNTANT RESUME

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042 W. Lake Street, Atlanta, GA 30318

(707) 284-9287

your.email@gmail.com

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*Staff Accountant with 7+ years of experience in full-cycle accounting management. Proven track record of developing and implementing accounting and financial systems, processes, and controls that enhance business profitability.*

## PROFESSIONAL EXPERIENCE

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### AXIOM AMERICA LLC,

Staff Accountant

Milpitas, CA

June 2019–Present

- Manage accounting functions for 3 different entities including accounts payable and receivable as well as payroll, ensuring the integrity and accuracy of internal controls
- Play a key role in annual audits, compilations, and reviews, preparing detailed reports and recommending remediation/corrective measures
- Automated several of our internal accounting processes, cutting the total time for bookkeeping and handling reconciliations by 20%
- Realize \$2M savings in annual costs by identifying and fixing a recurring error in the system

### FRAZIER & DEETER, LLC,

Staff Accountant

Atlanta, GA

April 2016–June 2019

- Developed and implemented internal departmental reports to provide senior management with timely information, improving our profitability and reducing operational costs
- Oversaw all accounting functions related to monthly collections totalling \$5M, including creating monthly aging, open invoices, sales, and revenue reports
- Restructured our miscellaneous cash receipts recording system, which decreased accounts receivables by 15%
- Revamped the payroll process, which increased productivity and saved the company \$300,000 yearly
- Managed client billing to vendors, ensuring accuracy by comparing PO to invoices, and conducting bank/credit card reconciliations with 1,000+ transactions

## EDUCATION

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### CALIFORNIA STATE UNIVERSITY EAST BAY

Bachelor of Science in Accounting

Honors: *cum laude* (GPA: 3.8/4.0)

Hayward, CA

May 2015

## ADDITIONAL SKILLS

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- Expert in Microsoft Office and QuickBooks
- Strong background in cash management, monthly and year-end closings, audits, accounts payable/receivable, payroll, taxation, and financial reporting