

YOUR NAME

Montgomery Street, San Francisco, CA 94105
(555) 432-1000 - resumesample@example.com

SUMMARY

I have many years of experience in accounting and finance including: audit, financial analysis, bank reconciliations, accounts payables/receivables, financial statements, month and year end reporting, and budgeting

HIGHLIGHTS

MS Word, PowerPoint, Outlook, Access, and Excel (Advanced),
Creative Solutions, QuickBooks, Fedielio (Hotels), Sales Tax Express,
and other proprietary accounting software

*Over 18 years of experience in accounting and finance including:
audit, financial analysis, bank reconciliations, accounts payables/receivables, financial statements, month and year end reporting, and budgeting

EXPERIENCE

06/2013 to Present **Accountant**

The Southern Company – Gainesville, GA

- Responsible for all accounting processes for 45 clients Perform end-of-period closing processes; prepare financial statements, and budgets.
- Reconcile bank statements, ledger entries and journal entries.
- Balance sheet account analysis and Profit and loss account and review them Prepare and analyze financial statements and other various reports.
- Collection functions for accounts receivables & payables.
- Assist in budget and forecast preparation.
- Ability to manage multiple projects, priorities, deadlines and budgets.
- Working with others on Team to complete client service tasks timely and accurately.
- Review general ledger and make all correcting journal entries Support month-end and year-end close process including reconciliation of ledger account Complete and submit food and sales tax license documentation for small businesses.

01/2008 to 02/2013 **Accountant**

The Southern Company – Houston

- Performed bookkeeping, end-of-period closing process, prepared financial statements, and budgets.
- Managed company financial systems and budget and organized and maintained accurate accounting records.
- Prepared company accounts and tax returns for audit.
- Prepare monthly department allocations and related journal entries, as needed Prepare and publish timely monthly financial statements and supporting reports Plans and supervises the work of an accounting unit engaged in the maintenance of Complex accounting.
- records and other activities related to payments of and invoices Support month-end and year-end close process including reconciliation of ledger account.
- Evaluates job performance and monitors and adjusts work load assignments to meet organizational deadlines.

2000 to 2007

Accounting Manager

Jbs Usa – Beardstown

- Journal Entries including maintenance of recurring journal entries and allocations.
- Account reconciliation and analysis: Prepaid Expenses, Deposits, Accrued Expenses, Investments, Capital Leases, Members Equity, Inter-company balances.
- Journal Entries including maintenance of recurring journal entries and allocations.
- Management and supervision of general accounting, intercompany accounting, and payroll accounting personnel including assigned supervisors, senior accountants and staff accountants as well as external resources utilized for projects on an as needed basis.
- Report on breakeven points by products.
- Report on margins by product and division.
- Planning and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- Calculating the job orders.

1996 to 2000

Staff Accountant Finance manager

Sheraton Hotel Iraq – City

- Ensure an accurate and timely monthly, quarterly and year end close.
- Prepares working papers and coordinate all audit activity Provide guidance of all accounting processes including billing, A/R, A/P, GL.
- Fixed Assets and Revenue/Expense recognition Controller the daily banking requirements.
- Supports budget and forecasting activities.
- Provide training to new and existing staff as needed.

EDUCATION

Summer 2016

Anticipate Degree: Accounting

Master in Accountancy - Troy, MI

GPA: GPA: 3.48

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June1998

Bachelor of Accountancy Al Turath University Iraq

July 2010

Bachelor of Accountancy Degree

Evaluation Stockholm University Sweden

April 2011

Certificate of Business Administration Svenskabörsrum Institute Sweden

Master of Accountancy

Walsh College - Troy, MI

LANGUAGES

Strong communication skills including fluency in English, Arabic, and Swedish

SKILLS

Account reconciliation, accounting, general accounting, accounting software, accounts payables, accounts receivables, A/P, Arabic, Balance sheet, bank reconciliations, banking, billing, bookkeeping, budgeting, budgets, budget, closing, Strong communication skills, Controller, client, clients, documentation, English, Equity, finance, financial, financial analysis, analyze financial statements, financial statements, prepare financial statements, Fixed Assets, forecasting, general ledger, GL, inventory, Investments, ledger, market, Access, Excel, Outlook, PowerPoint, MS Word, monitors, organizational, payables, payroll, personnel, problem solving, processes, Profit, Profit and loss account, Public Accounting, Express, QuickBooks, reporting, Sales, supervision, Swedish, Tax, tax returns, year-end