

# ACCOUNTING RESUME

by RESUME GENIUS



## CAREER SUMMARY

Certified Public Accountant with 9+ years of experience of ledger processes, reconciliations, and streamlining reports. Possess an MBA. Seeking to leverage my professional expertise and experience into a managerial role as a corporate banker.



## EXPERIENCE

### Financial Analyst

Langford Partnership, Sacramento, CA | September 2016–Present

- Create 10+ financial reports per week and support all areas of responsibility within a 5-person finance team
- Manage a \$350,000 budget, with a reduction of costs totaling 15% over 2 years
- Analyze, examine, and interpret 500+ records per month; compile financial information; and reconcile reports and financial data
- Perform process analysis and communicate recommendations to management
- Process journal entries and correct records to ensure accuracy

### Financial Advisor

Brigham & Sons, Bakersfield, CA | June 2014–August 2016

- Conducted thorough reviews of potential business partnerships and strategies, and performed risk analysis using Facilitated Risk Analysis Process (FRAP)
- Trained and supervised 2 new employees, ensuring they maintain high attention to detail
- Forecast losses and earnings using quantitative/qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources valued at \$14 million
- Adhered to departmental controls and regulations and maintained ethical conduct at all times



## CONTACT

### Phone

895 555 5555

### Email

youremail@gmail.com

### LinkedIn

linkedin.com/in/yourprofile/

### Address

47 Aaron Smith Drive  
Harrisburg, PA 17101



## EDUCATION

### Poloma College, Bloomfield, NJ | 2014 - 2015

*Masters of Business  
Administration (MBA)*

### Grover College, Alamosa, CO | 2008 - 2012

*BA Accounting*



## SOFT SKILLS

- Excellent communication skills and ability to present complex information in an easy to understand format



## HARD SKILLS

- Knowledge of Oracle, SAGE, and Microsoft Office
- Experienced with Oracle Essbase, SAP ERP, Mosaic