

# Mitchel Baker

Accountant

## Profile

Certified Accountant with five years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

## Employment History

### Accountant at Huntington Associates, Philadelphia

July 2022 — Present

- Oversaw the management of all company accounts.
- Processed staff payroll and other main aspects of financial transactions.
- Managed accounting teams and ensured that all accounting records were complete and accurate.
- Explained financial matters to people outside of the finance department in a comprehensive way.
- Remained professional and discreet when handling sensitive or private financial matters.
- Working closely with junior staff members while aiding them in the progression of their careers.

### Staff Accountant at Dubone Partnership, New York

November 2018 — September 2022

- Managed accounts by analyzing costs and revenues.
- Projected future trends based on analysis work.
- Managed complex expense reporting.
- Develop strategies for minimizing tax liability.
- Work closely with auditors during all audit processes.
- Performed financial risk assessments for all future business projects.
- Organized sales and profit reports.
- Prepare, review, and submit crucial budget plans for company goals.

### Accounting Records Manager at Pepsico, New York

October 2017 — October 2018

- Worked as a supervisor to staff of twelve finance department members.
- Prepared budget and analyzed inventories, cost of goods, and general accounts.
- Served as a liaison between the accounting staff and the external audit staff.

## Details

[email@example.com](mailto:email@example.com)

## Links

[Accounting Examples](#)

## Skills

Interpersonal Skills

Management

Recruiting

Leadership