

# JAMES CLARK

SENIOR ACCOUNTANT

## DETAILS

### ADDRESS

6500 Rossey Street  
Philadelphia, PA 19119  
United States

### PHONE

(267) 296-2188

### EMAIL

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## SKILLS

### Interpersonal Skills



### Management



### Recruiting



### Leadership



## 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, Huntington Associates

Philadelphia

Jul 2019 — Sep 2021

- 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, Dubone Partnership

New York

Nov 2014 — Sep 2018

- 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, Pepsico

New York

Oct 2013 — Oct 2014

- 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.

## EDUCATION

### Master of Business Administration and Accounting, St. Joseph's College

New York

Jul 2018 — Jul 2020