

Robert Smith

Public Accountant

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: linkedin.com/qwikresume

Address: 1737 Marshville Road, Alabama

SUMMARY

Analytical and collaborative Public Accountant with a diversified skill set including 24+ years of accounting and auditing experience. High standards of ethics, accuracy, professionalism, and customer service.

SKILLS

Certified Public Accountant, California, GAAP Compliance, Risk Assessment, Pre- and Post-System Implementation, Process Mapping & Walkthroughs, Internal Control Design & Implementation, Data Analytics, Coaching & Mentoring, Business Partner Collaboration.

WORK EXPERIENCE

Public Accountant

Starbuck Walsh, LLP - February 2006 - October 2010

- Performed the following duties and functions, engaged in a variety of accounting assignments utilizing accounting principles, procedures, and techniques which conform to generally accepted accounting principles (GAAP), including journalizing accounting transactions to subsidiary ledgers such as travel, payroll, cost, property, reimbursable, payables, and receivables.
- Audited, reviewed, or validated data entry into a variety of basic and specialized accounts and performed continuous work reviews and analysis of all types of payments, ensuring data was up-to-date, confirmed to budget, and accurate.
- Audited, reviewed, designed, and documented changes in procedures and processes, document flow, and walkthrough inspections to ensure that accounting records were updated properly and that internal controls were functioning as designed.
- Advised clients regarding improvements to operating procedures.
- Determined the scope of studies, audit, or review, utilizing materiality calculations, professional judgment, familiarity with operations, and additional risk assessment procedures to enhance the outcome, maximize efficiency, simplify, improve, and minimize risk.
- Reviewed and prepared or drafted a variety of financial reports including findings, financial statements, and the corresponding notes.
- Reviewed reconciliations and reports to ensure accuracy and timeliness as well as participated in various reconciliation activities to ensure subsidiary ledgers were reconciled to the general ledger and other external accounts.

Maintenance Manager

Us Army - January 1982 - February 2002

- Designed accounting structures, or systems to fit clients needs, incorporating internal controls and automated processes.
- Used automated systems to find, review or change accounting data in transaction files, ledgers, accounts, summary reports, and financial statements. Prepared automated obligation and expense transactions.
- Maintained, analyzed, and reconciled general ledgers to subsidiary ledgers.
- Advised clients regarding numerous transactions requiring professional determinations.
- Maintained an up-to-date awareness of budgets, appropriate laws, directives, and regulations that impacted accounting systems for which I was engaged.
- Improved or developed reports, and instructions that were accurate, succinct, and comprehensive.