

ACCOUNTANT RESUME SAMPLE

from Resume Genius

CONTACT

Email: youremail@gmail.com

Phone: 895 555 555

Address: 4397 Aaron Smith Drive
Harrisburg, PA 17101

Linkedin: linkedin.com/in/yourprofile

SKILLS

Oracle

SAGE

Microsoft Office

Communication

Time Management

Critical Thinking

Handling Pressure

EDUCATION

M.B.A. / ACCOUNTING

Poloma College, NJ
2013

B.A. / ACCOUNTING

Grover College, CO
2011

CERTIFIED PUBLIC ACCOUNTANT

AWARDS

EMPLOYEE OF THE MONTH

Langford Partnership
March, 2015

RESUME OBJECTIVE

Certified Public Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an MBA with a focus in accounting. Seeking to leverage accounting expertise and experience into a managerial role as a corporate banker.

EXPERIENCE

FINANCIAL ANALYST

LANGFORD PARTNERSHIP, BOSTON, MA / September 2016 - Present

- Created financial reports and supported all areas of responsibility within a 5 person finance team
- Managed a \$350,000 budget, with a reduction of costs totaling 15% over two years
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records

FINANCIAL ADVISOR

Bringham & Sons, Bakersfield, CA / June 2013 - August 2016

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