

STAFF ACCOUNTANT RESUME

042 W. Lake Street, Atlanta, GA 30318

(707) 284-9287

your.email@gmail.com

Staff Accountant with 7+ years of experience in full-cycle accounting management. Proven track record of developing and implementing accounting and financial systems, processes, and controls that enhance business profitability.

PROFESSIONAL EXPERIENCE

AXIOM AMERICA LLC,

Staff Accountant

Milpitas, CA

June 2019–Present

- Manage accounting functions for 3 different entities including accounts payable and receivable as well as payroll, ensuring the integrity and accuracy of internal controls
- Play a key role in annual audits, compilations, and reviews, preparing detailed reports and recommending remediation/corrective measures
- Automated several of our internal accounting processes, cutting the total time for bookkeeping and handling reconciliations by 20%
- Realize \$2M savings in annual costs by identifying and fixing a recurring error in the system

FRAZIER & DEETER, LLC,

Staff Accountant

Atlanta, GA

April 2016–June 2019

- Developed and implemented internal departmental reports to provide senior management with timely information, improving our profitability and reducing operational costs
- Oversaw all accounting functions related to monthly collections totalling \$5M, including creating monthly aging, open invoices, sales, and revenue reports
- Restructured our miscellaneous cash receipts recording system, which decreased accounts receivables by 15%
- Revamped the payroll process, which increased productivity and saved the company \$300,000 yearly
- Managed client billing to vendors, ensuring accuracy by comparing PO to invoices, and conducting bank/credit card reconciliations with 1,000+ transactions

EDUCATION

CALIFORNIA STATE UNIVERSITY EAST BAY

Bachelor of Science in Accounting

Honors: *cum laude* (GPA: 3.8/4.0)

Hayward, CA

May 2015

ADDITIONAL SKILLS

- Expert in Microsoft Office and QuickBooks
- Strong background in cash management, monthly and year-end closings, audits, accounts payable/receivable, payroll, taxation, and financial reporting