

JESSICA CLAIRE

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Professional Summary

IL 60130 Goal-focused Accountant with record of accurate reporting and budget management. Offering 4 years of experience handling finances for 2 locations. Processed payroll, reports, audits, journals, expenditures and payments. Diligently maintains latest training on tax regulations and legal issues impacting financial operations.

Skills

- Account reconciliation specialist
- Tax Accounting Specialization
- Invoice Coding Familiarity
- Excellent Managerial Techniques

Work History

Accounting Manager, Audit, 07/2020 to Current

Tax Accounting Ireland Ltd – City, STATE

Tax Accounting Ireland Ltd is an accounting practice in Dublin, Ireland. I held a managerial role in this position which consisted of preparing personal and company accounts, performing audits, training and managing staff, monitoring tax deadlines and liaising with directors on all office matters.

- Gathered financial information, prepared documents, and closed books.
- Gathered data on taxable income, deductibles and allowances for tax preparation.
- Helped clients navigate interactions with tax authorities.
- Partnered with auditors on annual audits and realized compliance with governmental tax guidelines.
- Drove client satisfaction by identifying maximum adjustments, deductions and credits.
- Evaluated and improved accuracy and completeness of financial records.
- Prepared and filed state and federal tax forms for commercial and individual clients.
- Tracked financial progress by creating quarterly and yearly balance sheets.
- Monitored 3-employee team while handling day-to-day accounting processes and financial accuracy.
- Followed up with customers to collect specific financial information and verify details for preparation of annual forms.

Trainee Accountant, 06/2017 to 07/2020

DBA Accountants Ltd – City, STATE

DBA Accountants Ltd is a large accounting practice in Monaghan, Ireland. Here I gained experience in preparing and submitting tax returns, company returns and audit testing. I was also assisted with training for junior employees.

- Interacted with clients and obtained cost and budget information to draft and manage accounts.
- Balanced reports to submit for approval and verification.
- Prepared straightforward tax returns and explained expected refund or income tax liability and due date for payment.
- Employed self-review and analytical review techniques to proactively identify fundamental errors.
- Gained knowledge of accounting principles and standards and general business practices to evaluate financial data and transactions.
- Received, reviewed and verified validity and completeness of appropriation, accounting and financial data.
- Developed technical knowledge through combination of workplace learning and formal study.

Education

ACCA: Accountant, 2019

Association of Chartered Certified Accountants - Ireland

Bachelor of Arts (Honours): Accounting & Finance, 2017

Dundalk Institute of Technology - Ireland

This degree was a three-year course and provided the key skills to begin a career in accounting. It helped develop interpersonal skills, working to deadlines and prioritizing assignments, time management, presentations skills along with many more.

Certifications

- ACCA - Association of Chartered Certified Accountants