

# Accountant

## ROBERT SMITH

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### Objective

Versatile Accounting and Finance professional with more than 8 years of progressively responsible experience in fast-paced environments. Expertise in profit and loss management and skilled in all basic accounting functions for organizations including payroll, general ledger, and financial analysis. Experience with cash-flow structuring and management and financial and strategic planning. Established reputation for precision and steadiness, while increasing efficiency and identifying areas of improvement.

### Skills

ET Quick Books Pro, Microsoft Office - Excel, PowerPoint, Word, Microsoft Outlook.

### Work Experience

#### Accountant

##### ABC Corporation - February 2013 - Present

- Responsible for accounts payable and accounts receivable, data entry, generating checks, and customer/supplier communication using Quickbooks pro.
- Processing weekly payroll, verifying time cards, generating excel summary spreadsheet and entering data into paychecks.
- Preparing and verifying daily reports, income/sales, journal entries, deposits of ticket sales receipts.
- Reconciling bank account, compile monthly reports, maintaining returned check account, and assisting in preparing a monthly balance sheet and income statement.
- Offering recommendations to management regarding changes in financial transactions as well as cash flow.
- Working on maintaining and tallying accounting ledgers in coordination with accounting departments.
- Responsible for managing cash flow with forecasting and budgeting methods and keeping track of account receivables.

#### Accounting Assistant

##### ABC Corporation - May 2008 - July 2010

- Prepared and processed purchase orders, invoices, check requests, manual checks and contract payments.
- Reviewed and approved purchasing and accounts payable transactions for posting.
- Responsible for managing year-end cut off processes for accounts payable and receivable.
- Maintained A/P, prepared journal entries, bank reconciliations and p&amp;l statements accountable for creating, updating and maintaining purchase orders.
- Responsible for coordinating with customers, vendors & sales representatives for merchandise inquiries recorded transactions by debiting and crediting financial accounts using QuickBooks.
- Assisted supervisor in preparing internal reports using MS-Excel and MS Powerpoint