

# LYDIA BALL

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Maintown, OH 44444 ♦ (222) 555-3333 ♦ lydiaball@gmail.com

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## ACCOUNTANT

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Dedicated Accounting professional with expertise in all aspects of accounting and financial management. Demonstrated hands-on management style in the development and implementation of strategic plans to ensure company growth. Proven ability to manage multiple assignments efficiently while meeting tight deadline schedules. Demonstrated success in streamlining existing operations, turning around unprofitable functions, and envisioning new concepts and future trends.

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## AREAS OF EXPERTISE

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| • Financial Reports  | • External Audits    |
| • Accounting Systems | • Procurement        |
| • Accounts Payable   | • Cash Flow Analysis |

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## PROFESSIONAL EXPERIENCE

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**Accountant**, 01/2005 to Current

**North Center Service** – Maintown, Ohio

Manage and guide accounting and bookkeeping staff. Maintain integrity of general ledger, including chart of accounts.

- Prepare, examine, and analyze accounting records, financial reports to assess accuracy and conformance to reporting and procedural standards.
- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and tax requirements.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.

**Controller**, 01/2001 to 11/2004

**West Title** – Maintown, Ohio

Promoted from senior accountant to controller, supervising employees performing financial reporting, accounting, and budgeting procedures. Ensured compliance with state and federal requirements and statutes by coordinating audits of company accounts and financial transactions.

- Prepared financial statements, business activity reports, financial position forecasts, annual budgets, and reports required by regulatory agencies.
- Directed financial planning, budgeting, procurement, and investment actions of organization.

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## EDUCATION

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**Bachelor of Science:** Business Administration - Accounting

**State University** - Maintown, Ohio