

PAUL

WALKER

BANK ACCOUNTANT

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mail@yourmail.com

www.yoursite.com

**OBJECTIVE**

To obtain a position of Bank Accountant where I can utilize my accounting skills and be an asset to the company

**Summary of Qualifications:**

* Experienced in quality system reviews and financial reporting
* Possesses strong, analytical and problem solving skills with the ability to make well thought out decisions
* Detail-oriented, efficient and organized
* Handled various accounting tasks with diligence
* Proficient and qualified accounting professional, strong knowledge of accounting principles
* Excellent communications and public relations skills
* Excellent analysis and observation skills in order to ensure that final report is error free

**CAREER EXPERIENCES**

2008-2011: Bank Accountant: City Bank: Denver

* Preparation and making entries to ledgers and journals
* Tracking cash inflow and outflow of the bank
* Maintaining the daily minimum bank balance
* Presenting reports of cash flows of the bank to the management

2003-2007: Assistant Accountant: Welsh and Dews Construction Co.; Denver

* Performed accounts payable transactions for construction expenditures
* Assist in management of financial department with responsibility of budgets, payrolls, accounts payable and receivable
* Ensured compliance with accounting guidelines
* Coordinated monthly payroll transactions of employees

**EDUCATION**

1999-2002: Bachelor of Science in Accounting; Durham University, England

Professional references would be furnished upon request.