

Addalee Langston

alangston@email.com

(123) 456-7890

Richmond, VA

[LinkedIn](#)

Certified Public Accountant (CPA) with 7+ years of experience in public accounting and financial auditing. Looking for an opportunity in a fast growing company to build out best accounting practices and make accounting a competitive advantage within an organization like The Salvation Army.

WORK EXPERIENCE

Northrop Grumman - Accountant

Feb 2019 - current

Minneapolis, MN

- Managed government and private foundation grants totaling over \$18M annually
- Worked closely with program management on budgets, programs, and financial reporting
- Owned monthly analysis of GL reconciliation, and performed adjustments as needed
- Led development and analysis of agency-wide budget to reach 27% more members YoY
- Streamlined preparation and review of the GL through automation, saving 23 hours monthly

Jefferson Lines - Accountant

Aug 2016 - Feb 2019

Minneapolis, MN

- Analyzed balance sheet accounts, and posted monthly journal entries, complying with GAAP
- Performed monthly bank reconciliations and GL account analyses for assets worth \$14M+
- Maintained cash basis financials used to generate partner K-1s
- Owned maintenance and tracking of inter-company loan schedules to meet all deadlines
- Ensured proper GL coding of expense reports for bank and credit card reconciliations

Diversified Plastics - Junior Accountant

August 2014 - August 2016

St. Cloud, MN

- Recorded transactions in QuickBooks, and mailed invoices to customers 2 times per month
- Maintained \$300 in petty cash, and handled all bank deposits
- Communicated with external parties to reconcile account problems within 48 hours

EDUCATION

Saint Cloud State University - Master of Business Administration , Accounting

August 2014 - May 2016

St. Cloud, MN

Capella University - Bachelor of Arts, Accounting

August 2010 - May 2014

Minneapolis, MN

SKILLS

GAAP; GL accounting; QuickBooks; Excel ; Auditing; Tax accounting; Expense reporting

CERTIFICATIONS

- Certified Public Accountant (CPA)