

Jim Halpert

[Your Contact Information]

Professional Summary

Detail-oriented and experienced accountant with over 25 years in financial management, budgeting, and tax compliance. Adept at streamlining financial processes, ensuring regulatory compliance, and providing strategic financial insights to drive business success.

Work Experience

Senior Accountant

XYZ Corporation, Scranton, PA

2012 - Present

- Manage financial reporting, budgeting, and forecasting.
- Ensure compliance with GAAP and tax regulations.
- Lead a team of junior accountants, providing guidance and mentorship.

Accountant

Dunder Mifflin Paper Company, Scranton, PA

1998 - 2012

- Handled general ledger reconciliations and financial analysis.
- Assisted with audits and tax filings.
- Collaborated with departments to optimize financial efficiency.

Education

Bachelor of Science in Accounting

Pennsylvania State University, 1997

Skills & Certifications

- Certified Public Accountant (CPA)
- Financial reporting & analysis
- Budgeting & forecasting
- Tax preparation & compliance
- ERP & accounting software (QuickBooks, SAP)

References available upon request.