



Jane A. Doe

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Professional Summary

Highly analytical Accountant with over 10 years of experience in financial management and reporting. Skilled in streamlining accounting processes, improving financial accuracy, and supporting strategic decision-making. Proven track record of maintaining compliance with GAAP and delivering timely financial statements. Proficient in a variety of accounting software and ERP systems to enhance efficiency and drive business performance.

Core Competencies / Skills

- Financial Reporting & Analysis
- Budgeting & Forecasting
- GAAP & Regulatory Compliance
- Accounts Payable / Receivable
- General Ledger Reconciliation
- Audit Coordination & Tax Preparation
- Process Improvement & Cost Reduction
- ERP Systems (SAP, Oracle) & Advanced Excel

Work Experience

Senior Accountant – Global Finance Inc., Chicago, IL (2019 – Present)

- Manage full-cycle monthly and annual close processes, ensuring accuracy of the general ledger and financial statements.
- Develop and monitor budgets and forecasts; analyze variances and present findings to executive leadership.
- Lead annual audit process and prepare documentation for external auditors; ensure GAAP compliance and regulatory adherence.
- Mentor junior accounting staff and collaborate with cross-functional teams to streamline accounting procedures.
- Implement process improvements (e.g., new reconciliation procedures) to reduce errors by 15%.

Accountant – Smith & Co., Chicago, IL (2016 – 2019)

- Performed accounts payable, accounts receivable, and general ledger accounting, including invoicing, payment processing, and reconciliation.
- Prepared monthly financial reports and assisted in budgeting; provided analysis to support management decision-making.
- Conducted expense and revenue variance analyses; identified cost-saving opportunities and reported on

financial trends.

- Assisted with tax preparation and year-end audit activities, ensuring deadlines were met with accurate documentation.
- Improved billing processes, reducing invoice processing time by 20% and decreasing overdue receivables.

Junior Accountant – LMN Corporation, Chicago, IL (2014 – 2016)

- Assisted in processing payroll, accounts payable, and accounts receivable transactions; maintained accurate records for daily operations.
- Reconciled bank statements and general ledger accounts to ensure integrity of financial data.
- Supported month-end close by preparing journal entries and account schedules.
- Participated in data entry and record maintenance, improving data integrity and reducing errors by 10%.
- Collaborated with senior accountants to prepare financial reports and perform ad-hoc financial analysis.

Education

- **Bachelor of Science in Accounting**, University of Illinois at Chicago, Chicago, IL, 2014

Certifications

- **Certified Public Accountant (CPA)**, Illinois State Board of Accountancy (active since 2018)
- **Certified Management Accountant (CMA)**, Institute of Management Accountants, 2016

Tools / Software

- QuickBooks
 - SAP ERP
 - Oracle Financials
 - Microsoft Dynamics 365
 - Advanced Microsoft Excel (PivotTables, Macros)
 - SQL (queries and data analysis)
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