**Ronna Jackson, CPA**

ronna.jackson99@gmail.com (123) 456-7890 Brooklyn, NY

Certified Public Accountant (CPA) with 4+ 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 the organization.

# WORK EXPERIENCE

**Community Center of Staten Island** - Senior Accountant

Feb 2019 - current Staten Island, NY

· Managed a portfolio of government and private foundation grants totaling over $7M annually · Worked closely with program management on budgets, programs, and financial reporting to ensure adherence to US GAAP

· Owned monthly analysis of general ledger reconciliation and performed adjustments as needed

· Led development and analysis of agency-wide budget to reach 25% more community members YoY · Streamlined the preparation and review of the general ledger through automation saving over 33 hours of manual work monthly

**HLW** - Accountant

Aug 2016 - Feb 2019 New York, NY

· Analyzed balance sheet accounts and posted monthly journal entries in accordance with US GAAP

· Performed monthly bank reconciliations and general ledger account analyses for assets worth over $15M

· Maintained cash basis financials used to generate partner K-1s

· Owned the maintenance and tracking of inter-company loan schedules to ensure all deadlines were met

· Ensured proper GL coding of expense reports for bank and credit card reconciliations

· Coached and on-boarded 3 junior accountants

# EDUCATION

**University of Pittsburgh** - MBA, Accounting

2016 Pittsburgh, PA

**Awards:** Certified Public Accountant (CPA)

**University of Pittsburgh** - Bachelor of Arts, Accounting

2014 Pittsburgh, PA

# SKILLS

GAAP accounting principles; General ledger accounting; QuickBooks; Excel (v-lookups, pivot tables, etc..); Auditing; Tax accounting; Expense reporting