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| Scott Moser 1137 SE Eagle lane, Gresham, OR 97080  503-758-3612  mosersct@gmail.com | | | |
| Objective | | | |
|  | Seeking a position as an Accountant in a great environment and company. | | |
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| Skills | | | |
|  | Bachelors of Science Degree in Accounting (3.55 GPA) Portland State University, Portland, Or | | 2012 |
|  | |  |  | | --- | --- | | * Experience in account and bank reconciliation, data entry, research, journal entries, payroll and accounts payable | * Excellent in Microsoft Word, PowerPoint, Excel, Outlook, Office, 10-key and QuickBooks | | * Great Plains familiarity | * Expert in customer relations and service | | * Effective time management in projects and work, also able to multi-task and set priorities | * Flexible team player, public speaker and able to handle heavy call volume | | * Strong organizational skills | * Effective communicator and leader | | * General ledger accounting, GAAP experience | * Financial statement analysis experience | | * Fast learner | * Advanced computer proficiency | | * Comprehensive understanding of the accounting, tax and audit processes | * Experience with Tier 1 accounting software. | | | |
| Professional Experience | | | |
|  | Staff Accountant | July 2012- Sept. 2012 | |
| Pacific Heart Associates, Portland, Or  Performed bank reconciliations and data entry  Posted entries and payables through QuickBooks  Finished tasks, clerical duties and projects in a timely and professional manner  **Financial Analyst** July 2011- Sept. 2011  U.B.S. Financial Services Inc, Portland, Or  Researched and analyzed risks regarding certain financial instruments  Developed spreadsheets tracking and documenting financial instruments  Worked in a team driven environment  Created financial portfolios reports for clients, potential clients and managers  Helped manage stock portfolios  **Tax Preparer** Dec. 2009- March 2010  Cash Oregon, Portland, Or  Assisted clients in completing and filing their state and federal tax returns  Worked in a professional manner to ensure the integrity of the tax returns  Managed people, met deadlines and performed tasks in a timely manner | | |
| Interests | | | |
|  | Self Improvement, Meditation, Reading, Language and Weight-Lifting | | |