

# Jamie Heiney

Accountant

## About Me

Highly skilled and detail-oriented accountant with experience in financial analysis, budgeting, and reconciliation. Strong knowledge of GAAP and a proven track record in maintaining accurate financial records and creating reports.

## Skills

- Financial analysis
- Financial reporting
- Budgeting
- General ledger management
- Reconciliation

## Experience

### Accountant at XYZ Company

*January 2018 - Present*

- Performed financial analysis and prepared reports for management decision-making
- Managed accounts payable and receivable processes ensuring timely payments and collections
- Conducted monthly bank reconciliations and resolved discrepancies
- Assisted in budget preparation and variance analysis
- Managed the general ledger, including journal entries and account reconciliations

## Education

### Bachelor of Science in Accounting

*August 2014 - May 2018*

Completed coursework in financial accounting, managerial accounting, auditing, taxation, and business law

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