

Ebony Moore

Seattle, WA | 206-555-0149 | emoore@email.com

Summary

Determined Accountant with three years of experience in personal and tax accounting. Excellent skills in mathematics, communication and organization with great proficiency in various accounting software.

Education

Cloverfield College

Bachelor of Business Administration in accounting

Experience

Gilmore Financial, New Orleans, LA, Certified Public Accountant

Oct. 2021 – Current

- Meet with clients to discuss their accounting needs
- Compute taxes for clients during tax season
- Monitoring and recording activity for accounts payable and accounts receivable
- Prepare balance sheets for corporate clients
- Create budget forecasts for clients to help with financial planning

Harrison Money Management, New Orleans, LA, Accountant

Aug. 2020 – Oct. 2021

- Prepared tax returns for clients during tax season
- Helped the internal audit team complete annual audits
- Updated monthly reports to reflect the financial standings of each client

Harrison Money Management, New Orleans, LA, Junior Accountant

May 2019 – Aug. 2020

- Maintained accounts receivable and accounts payable for the department
- Reviewed monthly payroll to ensure it's accurate before distribution
- Prepared financial reports to share with clients

Certifications

- Certified Public Accountant (CPA)
- Certified Financial Analyst (CFA)

Skills

- Proficiency in accounting software
- Basic mathematics
- Organizational skills
- Attention to detail
- Communication skills