

Kelton Follows

Staff Accountant

Experienced and versatile staff accountant actively working toward completion of CPA exams (2/4 completed). Looking to double down on my experience with tax accounting and contribute to the established accounting culture at Cordia Resources.

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(123) 456-7890
Richmond, VA
[LinkedIn](#)

WORK EXPERIENCE

WeDrive

Staff Accountant

Richmond, VA | March 2019 - current

- Assisted controller with month-end journal entries and 6 reconciliations, including statements, invoices, and general ledger accounts
- Ensured accurate data entry of accounts payable and timely processing of accounts payable checks, reducing errors by 36%
- Assumed payroll administration duties during a maternity leave without error or delay to administering payroll
- Owned all daily cash receipts processing and reconciliation with 100% accuracy
- Led the multi-state sales tax process, including state registration and sales tax collection

Zenni Optical

Revenue Accountant

Richmond, VA | June 2017 - March 2019

- Created accurate reporting infrastructure as the company grew from \$1M to \$8M in annual revenue
- Worked with sales team to establish tracking of B2B sales, and utilized sales data to increase business development by 58%
- Researched and implemented industry standards for manufacturing revenue recognition, and established internal processes to be compliant with these standards
- Proactively identified potential issues with accounting processes, and continuously optimized these processes to improve efficiency of year-end closing by 80%

KWC Certified Public Accountants

Entry-Level Tax Staff Accountant

Richmond, VA | May 2015 - June 2017

- Advised 100+ high-income clients regarding taxes for personal and business income as well as business licenses and sales tax
- Conducted internal audits with a team of 3, preparing documents and meticulous reports for management
- Assisted in developing the annual budget, contributing suggestions that cut expenditures by 4%

SKILLS

- Advanced Excel
- QuickBooks, Xero
- GAAP
- Sales Tax
- Accounts Payable/Receivable
- Financial Reporting

EDUCATION

Master of Business Administration

Virginia Commonwealth University

August 2015 - May 2017

Richmond, VA

Bachelor of Arts Accounting

Virginia Commonwealth University

August 2011 - May 2015

Richmond, VA