

Alia Brown
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Objective:

Highly skilled and experienced accountant with 10 years of expertise in financial management, analysis, and reporting. Seeking a challenging position as a senior accountant to utilize my extensive knowledge and contribute to the financial success of the organization.

Professional Summary:

Results-driven accountant with a proven track record of delivering accurate and timely financial information. Expertise in financial statement preparation, budgeting, cost analysis, and regulatory compliance. Strong analytical and problem-solving skills to identify and resolve financial discrepancies. Proficient in utilizing accounting software and collaborating with cross-functional teams to achieve organizational goals.

Work Experience:

1. Senior Accountant

XYZ Company, Kingston

Jan 2012 – February 2017

- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements.

- Conducted variance analysis and provided insights to management regarding financial performance.

- Assisted in the development and monitoring of budgets, ensuring compliance and cost control.

- Managed accounts payable and accounts receivable processes, including invoice processing and collections.

- Performed monthly bank reconciliations and maintained accurate records of financial transactions.

- Collaborated with auditors during the annual audit and ensured compliance with accounting regulations.

- Developed and implemented internal controls to safeguard company assets and improve financial processes.

2. Staff Accountant

ABC Company, Montego Bay

March 2017 - Present

- Prepared journal entries and maintained general ledger accounts.
- Assisted in the monthly and year-end close processes.
- Conducted account reconciliations and resolved discrepancies.
- Supported the payroll process, including reviewing and reconciling payroll records.
- Prepared and submitted tax returns, ensuring compliance with tax laws and regulations.
- Assisted in the preparation of financial reports for management review.
- Participated in financial audits and provided necessary documentation.

Education:

Bachelor of Science in Accounting

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Skills:

- Financial Statement Preparation and Analysis
- Budgeting and Forecasting
- Cost Analysis and Control
- Regulatory Compliance
- General Ledger Management
- Accounts Payable and Receivable
- Payroll Processing
- Tax Preparation and Reporting
- Financial Software Proficiency (e.g., QuickBooks, SAP, Oracle)
- Strong Analytical and Problem-Solving Skills
- Attention to Detail and Accuracy

- Excellent Communication and Teamwork Abilities

Certifications:

- Certified Public Accountant (CPA)

References:

Available upon request