






# PAUL WALKER

BANK ACCOUNTANT

+1234567890   
mail@yourmail.com   
www.yoursite.com 

## OBJECTIVE

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To obtain a position of Bank Accountant where I can utilize my accounting skills and be an asset to the company

### Summary of Qualifications:

- Experienced in quality system reviews and financial reporting
- Possesses strong, analytical and problem solving skills with the ability to make well thought out decisions
- Detail-oriented, efficient and organized
- Handled various accounting tasks with diligence
- Proficient and qualified accounting professional, strong knowledge of accounting principles
- Excellent communications and public relations skills
- Excellent analysis and observation skills in order to ensure that final report is error free

## CAREER EXPERIENCES

2008-2011: **Bank Accountant:** City Bank: Denver

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- Preparation and making entries to ledgers and journals
- Tracking cash inflow and outflow of the bank
- Maintaining the daily minimum bank balance
- Presenting reports of cash flows of the bank to the management

2003-2007: **Assistant Accountant:** Welsh and Dews Construction Co.; Denver

- Performed accounts payable transactions for construction expenditures
- Assist in management of financial department with responsibility of budgets, payrolls, accounts payable and receivable
- Ensured compliance with accounting guidelines
- Coordinated monthly payroll transactions of employees

## EDUCATION

1999-2002: Bachelor of Science in Accounting; Durham University, England

Professional references would be furnished upon request.

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