

Accountant Resume

Desired Industry: Accounting/Bookkeeping

SpiderID: 53237

Desired Job Location: Tulsa, Oklahoma

Date Posted: 8/3/2011

Type of Position: Full-Time Permanent

Availability Date: 08/04/2011

Desired Wage: 35,000

U.S. Work Authorization: Yes

Job Level: New Grad/Entry Level

Willing to Travel: Yes, More Than 75%

Highest Degree Attained: Bachelors

Willing to Relocate: Yes

Objective: Gain full time employment that will give me the opportunity to implement my accounting skills and computer knowledge.

Experience: Student Library Assistant      January 2008 – December 2010 Northeastern State University, Broken Arrow, OK      Provide information services and materials to patrons in a variety of settings with available and appropriate resources.      Assist students on the use of databases and other electronic information resources; and to obtain specialized materials from other sources.      Coordinate inter-library loan agreements for students.      Create and maintain database to track award recipients for children's books. Mother      August 1994 – January 2002 Stay-at-home Mother of four, Wenatchee, WA      Managed and maintained a work home of six.      Coordinate daily scheduling events.      Assisted in maintaining high educational standards      Maintained all financial data.

Education: Education Bachelor of Business Administration, Accounting Major      May 2011 Northeastern State University      Broken Arrow, OK Associates of Science Degree in Accounting      May 2007 Tulsa Community College      Tulsa, OK

Skills: Financial Accounting      Journalized transactions, adjusted entries for revenue and expense items, inventories, depreciation, internal control with an emphasis on cash, current and long-term liabilities, and accounting for corporation stock transactions.      Prepared income statement, balance sheet, and statement of cash flows.      Analyzed cost behavior with an emphasis on the accumulation of product costs and budgeting for planning and performance evaluation. Bankruptcy      Researched Bankruptcy Code      Implemented rules of procedure in course projects.      Prepared pleadings and schedules needed to file bankruptcy.      Filed mock bankruptcy case. Accounting Information Systems      Implemented the art of collection, organization, and presentation of information for system design      Designed an accounting system to assist management in the decision-making process      Designed financial reports for internal and external purposes

Reference: Available upon request.

Candidate Contact Information:

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