

EMILY GREEN

Controller

Contact Information:

Email: emily.green@email.com

Phone: (646) 102-7323

Location: Seattle, WA

LinkedIn: linkedin.com/in/emilygreen

PROFESSIONAL SUMMARY

Senior accounting professional with 8+ years of progressive experience in financial management, team leadership, and strategic planning. Proven track record of driving process improvements, reducing costs, and leading successful financial initiatives. Strong expertise in complex accounting principles and regulatory compliance.

TECHNICAL SKILLS

- Stakeholder Management
- Cross-functional Collaboration
- Training
- Budget Management
- Team Leadership
- Project Management
- Vendor Management
- Change Management

SOFTWARE PROFICIENCY

- Tableau
- Oracle
- Peachtree
- CRM Systems
- PowerPoint
- ERP Systems

PROFESSIONAL EXPERIENCE

General Ledger Accountant | Advanced Accounting Systems | 2022 - Present

- Led financial reporting and analysis for \$50M+ revenue company
- Managed month-end closing process and prepared financial statements
- Collaborated with cross-functional teams on strategic initiatives
- Implemented process improvements resulting in 20% efficiency gains
- Mentored junior staff and provided training on new procedures

Financial Reporting Manager | Midwest Manufacturing Co | 2021 - 2022

- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

Senior Accountant | Advanced Business Partners | 2021 - 2022

- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

Accounting Manager | TechStart Inc | 2020 - 2022

- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

Payroll Manager | Elite Tax Advisors | 2021 - 2022

- Prepared monthly financial reports and variance analysis
- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

CPA | Prime Business Solutions | 2021 - 2022

- Prepared monthly financial reports and variance analysis

- Processed journal entries and maintained general ledger
- Assisted with budget planning and forecasting processes
- Reconciled bank statements and credit card accounts
- Supported audit preparation and documentation

EDUCATION

Bachelor of Science in Finance
University of Pennsylvania | 2019

GPA: 3.4/4.0

CERTIFICATIONS

- QuickBooks ProAdvisor
- CISA

ACHIEVEMENTS

{generate_achievements(experience_years)}

REFERENCES

Available upon request