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ACCOUNTANT RESUME SAMPLE

from Resume Genius

CONTACT

Email: youremail@gmail.com
Phone: 895 555 555
Address: 4397 Aaron Smith Drive
 Harrisburg, PA 17101
LinkedIn: linkedin.com/in/yourprofile

SKILLS

Oracle
 SAGE
 Microsoft Office
 Communication
 Time Management
 Critical Thinking
 Handling Pressure

EDUCATION

M.B.A. / ACCOUNTING
 Poloma College, NJ
 2013

B.A. / ACCOUNTING
 Grover College, CO
 2011

CERTIFIED PUBLIC ACCOUNTANT

AWARDS

EMPLOYEE OF THE MONTH
 Langford Partnership
 March, 2015

RESUME OBJECTIVE

Certified Public Accountant with 5+ years of experience of ledger processes, account reconciliations and streamlining accounts. Possess an MBA with a focus in accounting. Seeking to leverage accounting expertise and experience into a managerial role as a corporate banker.

EXPERIENCE

FINANCIAL ANALYST

LANGFORD PARTNERSHIP, BOSTON, MA / September 2016 - Present

- Created financial reports and supported all areas of responsibility within a 5 person finance team
- Managed a \$350,000 budget, with a reduction of costs totaling 15% over two years
- Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data
- Performed process analysis and communicated recommendations to management
- Process journal entries and perform accounting corrections to ensure accurate records

FINANCIAL ADVISOR

Bringham & Sons, Bakersfield, CA / June 2013 - August 2016

- Conducted thorough reviews of potential business partnerships and strategies, and performed risk analyses using FRAP (Facilitated Risk Analysis Process)
- Trained and supervised 2 new employees, ensuring they maintain fastidious attention to detail
- Forecasted losses and earnings using quantitative and qualitative analyses to a high degree of accuracy, allowing the company to intelligently manage and invest resources
- Adhered to departmental controls and regulations, maintaining ethical conduct at all times.

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To: youremail@gmail.com

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 Subject: youremail@gmail.com
 Date: 2/24/2016 2:08 PM
 To: youremail@gmail.com

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 I am writing to you regarding the position of youremail@gmail.com

Best regards,
youremail@gmail.com

CC: youremail@gmail.com

Toby Lane
 100 Broadway Lane
 New Bedford, MA 01910
 Cell: (555) 987-1234
example-email@sample.com

Summary

Detail-oriented Chief Accountant with extensive experience in the corporate and public sectors. Additional experience working in the private sector as the Chief Accountant for a large CPA firm serving individual clients. Adept at multi-tasking and meeting all deadlines in a timely manner.

Highlights

- Detail oriented
- Highly organized
- Outstanding communication abilities
- Excellent people skills
- Diligent and tenacious
- Proactive problem solver

Work Experience

March 2010 to October 2012 General Enterprise—New Cityland, CA Chief Accountant

- Oversee accounting department for Fortune 1000 corporation, with a staff of 105.
- Responsible for ensuring all accounting related projects, programs, tasks and assignments were completed in a proper and timely manner.
- Reported to senior management on all matters related to accounting.
- Implemented new accounting technologies that increased overall department efficiency by 30%.

October 2012 to January 2014 City of New Cityland—New Cityland, CA Senior Claims Adjuster

- Oversee accounting unified accounting department for municipality.
- Managed team of 15 employees in department.
- Provided monthly written and oral reports to the mayor and city council, during meetings of the city council.
- Created new debt collection system for city, reducing accounts in arrears by 25% in a six month time period.

January 2014 to Present Happy Motor Cars—New Cityland, CA Senior Claims Adjuster

- Oversee U.S. accounting operations for Japanese motor car manufacturer with production facilities in the United States.
- Responsible for managing a staff of 60 individuals.
- Responsible for matters related to governmental financial compliance issues.
- Developed new accounting protocol system for company's U.S. operations.

Education

2009 University of California, New Cityland, CA Bachelor of Arts, Business Finance



Board of Directors Secretary Job Description

Mission

The mission of Communities In Schools of Madison County is to surround students with a community of support, empowering them to stay in school and achieve in life.

Position

As a partner to the Executive Director and other board members, the Secretary will provide and maintain as record all written minutes to all Board functions including monthly Board meetings. Along with the requirements of being a member of the Board of Directors, the Treasurer's specific responsibilities include:

Leadership, governance, and oversight

- Participating in an annual performance evaluation of the Executive Director and serve on the Executive committee of the Board of directors
- Assisting the Executive Director in reporting to the Board and maintaining official minutes of all Board meetings.
- Board terms**
- CISMC's Board Secretary (and board members) will serve a three-year term and be eligible for re-appointment for additional terms. Board meetings will be held monthly, excluding July and committee meetings will be held in coordination with full board meetings.
- Qualifications**
- Professional experience with significant written communication and computer skills
- A commitment to and understanding of CISMC's beneficiaries and mission preferably based on experience
- Personal qualities of integrity, credibility, and a passion for improving the lives of CISMC's beneficiaries

Service as CISMC's Board Secretary is without remuneration, except for administrative support, travel, and accommodation costs in relation to board members' duties.



You can easily customize this template to add any accountant duties and responsibilities that are relevant to your company. This may be assisting the executive or the manager. Start a free Workable trial and post your ad on the most popular job boards today. A good accountant is not just someone with finance skills but also an expert in human relations and communication. They may oversee responsibilities like reconciling bank statements and calculating payroll to keep their company in strong financial standing. To be successful in this role, you should have previous experience with bookkeeping and a flair for spotting numerical mistakes. Responsibilities Manage all accounting transactions Prepare budget forecasts Publish financial statements in time Handle monthly, quarterly and annual closings Reconcile accounts payable and receivable Ensure timely bank payments Compute taxes and prepare tax returns Manage balance sheets and profit/loss statements Report on the company's financial health and liquidity Audit financial transactions and documents Reinforce financial data confidentiality and conduct database backups when necessary Comply with financial policies and regulations Requirements and skills Work experience as an Accountant Excellent knowledge of accounting regulations and procedures, including the Generally Accepted Accounting Principles (GAAP) Hands-on experience with accounting software like FreshBooks and QuickBooks Advanced MS Excel skills including Vlookups and pivot tables Experience with general ledger functions Strong attention to detail and good analytical skills BSc in Accounting, Finance or relevant degree Additional certification (CPA or CMA) is a plus An Accountant takes care of all financial matters within a company, like keeping and interpreting financial records. Hence, in the same accounts division, there can be various responsibilities and these all have to be explained in details with the help of the employer and the employees.Uses Of Accountant Job DescriptionThe accounting job is described for many uses. This involves taking orders, making ledger entries, balance sheet maintenance, bookkeeping, and calculations.Sample Accounts Assistant Job DescriptionDetailsFile FormatSize: 100 KBDownloadThe accounting assistant job is all about assisting with all accounts related things to the others. They must have exceptional integrity as they oversee financial records, and they must have strong communication skills to present detailed information in a manner that's easy to understand. One primary use is that while the recruit comes to the office for the first time, he/she will get some direction by reading the job description as to what exactly his/her work will be. Just like the help you get from these job descriptions, you may also get other helpful samples like the sample cashier job duties, and the Sales Associate Job Description.If you have any DMCA issues on this post, please contact us. This can then be used in many places like for the ads and job descriptions in an office etc.Account Executive Job Description ExampleDetailsFile FormatSize: 72 KBDownloadThe account executives have their unique working style. You may get ideas here.Senior Accountant Job Description FormatDetailsFile FormatSize: 99 KBDownloadSample Company Accountant Job DescriptionDetailsFile FormatSize: 77 KBDownloadStaff Tax Accountant Job DescriptionDetailsFile FormatSize: 80 KBDownloadWhy The Account Job Description Is needed?There can be many types of jobs under the accountant category. Some are more function oriented and involve performing duties as ordered while managing other things.Such types are the executive jobs. Every job needs a description, and similarly, this one here also needs description. Accountant Job Description TemplateDetailsFile FormatSize: US, A4DownloadAccount Manager Job Description SampleDetailsFile FormatSize: 60 KBDownloadThe account manager job description is the simplest form will just help you in presenting the general job of the account manager neatly. /editors-cdn.template.net/assets/sls-pricing-page-prod/_next/static/chunks/main-16133800ea37643957e.js, SB...slug%5D-b588dbf466de02f7054h.js, This Accountant job description template is optimized for posting on online job boards or careers pages. Accountant responsibilities include: Tracking payments to internal and external stakeholders Preparing budget forecasts Processing tax payments and returns Job briefWe are looking for an Accountant to manage all financial transactions, from fixed payments and variable expenses to bank deposits and budgets. Accountant responsibilities include auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns. Some are more to do with paperwork and entries, thus, allowing scope for administrative jobs. What makes a good Accountant? An accountant's job has to be described well when you are going to hire accountants. Who does Accountant work with? The employer who might have a vague idea of the job will also grow an idea by reading the description.Also, the Job Description can be posted on ads online and offline media, so that you may set an expectation about the duties before the applicants. Accountants may also collaborate with individual team leaders to retrieve and audit financial records throughout the year. Execution will be of foremost important. And then, there are other segments to manage, supervise and administer, thus, giving place to the manager job, administrator job, etc. Accountants work with business leaders in small companies or with managers in large corporations to ensure the quality of their financial records. What are the duties and responsibilities of an Accountant? The responsibilities of an Accountant can be quite extensive, from auditing financial documents and conducting financial audits to reconciling bank statements and calculating taxes when filling out annual returns. Hence, to execute the work based on the order he/she gets from the manager or authority, will be the primary focus.Sample Accountant Clerk Job DescriptionDetailsFile FormatSize: 23 KBDownloadThe accounting clerk job description explains what exactly the clerk is supposed to do with accounting. A detailed job description will be available in this sample.Project Accountant Job DescriptionDetailsFile FormatSize: 11 KBDownloadThe project accountant again has a different set of duties. These are also listed in details in the job description format. The Job Description Samples you get online are an excellent guideline to assist you in making an accountant job description in details in many ways. Hence, a proper job description always helps and supports at all levels.The accountant job description can help you get more idea of what the job is, and will let you explain things to others. That's because if you don't tell them after hiring, what exactly they are supposed to do, then the mere idea of managing accounts is not going to help. Ultimately, you will provide us with accurate quantitative information on financial position, liquidity and cash flows of our business, while ensuring we're compliant with all tax regulations.

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