**Accountant**

ROBERT SMITH

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# Objective

Versatile Accounting and Finance professional with more than 8 years of progressively responsible experience in fast-paced environments. Expertise in profit and loss management and skilled in all basic accounting functions for organizations including payroll, general ledger, and financial analysis. Experience with cash-flow structuring and management and financial and strategic planning. Established reputation for precision and steadiness, while increasing efficiency and identifying areas of improvement.

# Skills

ET Quick Books Pro, Microsoft Office - Excel, PowerPoint, Word, Microsoft Outlook.

# Work Experience

## Accountant

**ABC Corporation** ­ February 2013 – Present

* Responsible for accounts payable and accounts receivable, data entry, generating checks, and customer/supplier communication using Quickbooks pro.
* Processing weekly payroll, verifying time cards, generating excel summary spreadsheet and

entering data into paychecks.

* Preparing and verifying daily reports, income/sales, journal entries, deposits of ticket sales receipts.
* Reconciling bank account, compile monthly reports, maintaining returned check account, and

assisting in preparing a monthly balance sheet and income statement.

* Offering recommendations to management regarding changes in financial transactions as well as cash flow.
* Working on maintaining and tallying accounting ledgers in coordination with accounting

departments.

* Responsible for managing cash flow with forecasting and budgeting methods and keeping track of account receivables.

## Accounting Assistant

**ABC Corporation** ­ May 2008 – July 2010

* Prepared and processed purchase orders, invoices, check requests, manual checks and contract payments.
* Reviewed and approved purchasing and accounts payable transactions for posting.
* Responsible for managing year-end cut off processes for accounts payable and receivable.
* Maintained A/P, prepared journal entries, bank reconciliations and p&amp;l statements accountable for creating, updating and maintaining purchase orders.
* Responsible for coordinating with customers, vendors &amp; sales representatives for

merchandise inquiries recorded transactions by debiting and crediting financial accounts using QuickBooks.

* Assisted supervisor in preparing internal reports using MS-Excel and MS Powerpoint
* Generated, distributed, tracked and analyzed monthly total, division and department actual versus budget variations.

# Education

Master Of Business Administration in Finance And Accounting - (Northwestern Polytechnic University In - Fremont, CA)Bachelors Of Science - (Lander University)Associates in Small Business Administration - (Piedmont Technical College)