

# JANE DOE, BSBA

Address • City, ST, Zip • C: 111-234-5678 • candidate@yahoo.com

## BANK RECONCILIATIONS | ACCOUNTS P&R | PAYROLL PROCESS

*Industry-accomplished, detail-oriented and goal-driven professional determined to leverage an unparalleled 12+ year accounting career combined with strong business acumen* in attaining challenging opportunity to contribute to the bottom line for a growth-oriented company.

- **Recognized for streamlining operations and maximizing efficiencies** through optimal performance in multiple aspects of the industry including payroll, accounts payable/receivable, internal/external audits, budgeting/expenses, general ledger maintenance and client relations.
- **Solid human resources background with success improving personnel performance and maintaining a productive working environment.** Unmatched time management skills with permanence addressing tight deadlines while managing multiple projects. Continue to exceed company objectives and client goals.
- *Career highlights include maximizing business operations, enriching the customer service experience, improving productivity* and establishing professional relationships across all levels of the career spectrum.

### PROFESSIONAL EXPERIENCE

#### Raisin Administrative Committee, Fresno, CA (2008 – Present)

##### ACCOUNTING ASSOCIATE

- **Direct entire accounts payable/receivable process for several companies.** Process semi-monthly payroll for multiple businesses. Manage cafeteria plan and 401(k).
- **Prepare and record journal entries to include amortization of prepaid expenses,** accrual of expenses, depreciation and month end close of intercompany transactions.
- **Arrange/maintain journal ledgers and perform monthly reconciliation.** Process cash receipts, electronic deposits and prepare monthly bank reconciliations. Accountable for correspondence, resolution and interaction with co-workers, vendors, board members and government agencies.
- **Assist with preparation of accurate and timely financial statements.** Support Vice President of Finance in acquiring data and preparing reports for key personnel. Help out with internal/external audits throughout the year. Address all customer questions and concerns. Collaborate with colleagues.

#### Country Inn & San Joaquin Suites, Fresno, CA (2007 – 2008)

##### GENERAL MANAGER

- **Oversaw various accounting procedures including accounts payable/receivable, payroll process and general cashier.** Maintained operating expenses within budget in dollars and percentages. Communicated company philosophy, goals and policies with employees.
- **Full accountability for personnel recruiting, training, performance reviews,** scheduling and supervision of associates. Mentored and encouraged staff in achieving performance goals.

#### CORE SKILLS:

*Accounting Procedures*

*Bookkeeping*

*Internal/External Audits*

*Budgeting & Expense Reports*

*General Ledger Maintenance*

*Semi-Monthly Payroll*

*Journal Entry Recording*

*Prepaid Expenses*

*General & Operations Management*

*HR/Staffing Process*

*Personnel Training/Supervision*

*Performance Evaluations*

*Administrative Measures*

*Project Management*

*Financial/Business Operations*

*Strategic Business Planning*

*Project Management*

*Quality Control*

*Productivity Improvement*

*Relationship Management*

*Problem Solving Abilities*

*Customer Service*

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- **Maintained a safe and secure working environment for personnel, customers and vendors.** Inspected guestrooms, grounds and public spaces in order to maintain hotel's high profile reputation.

## **Courtyard by Marriott, Fresno, CA (1999- 2007)**

### **ACCOUNTANT/HUMAN RESOURCE ASSISTANT (2001-2007)**

### **GUEST CARE SERVICES (1999-2001)**

- **Managed accounts payable and receivable, general cashier and payroll. Accountability for journal entries, bank deposits, month end closing and credit card authorizations.** Accurately oversaw hotel's cash on hand. Ensured accurate posting of daily revenue for hotel, food & beverage.
- **Prepared and distributed daily revenue reports to the General Manager and Corporate Office.** Completed period-end closing procedures and reports as specified. Prepared bank deposits and audited cash.
- **Conducted new-hire orientation and administered employee benefit enrollments.** Arranged and maintained all HR department records and upheld employment files. Delivered and maintained outstanding customer service to guest, vendors and staff members. **Functioned as the Event Coordinator with accountability for making reservations.**

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Additional Experience Includes:

**CUSTOMER SERVICE REPRESENTATIVE** for Name of Company, City, ST (1995-1996)

## **EDUCATION & CREDENTIALS**

**B.S. Degree in Business Administration: Emphasis in Accounting ...** Name of University, City, ST

**Associate of Arts Degree: Business Administration ...** Name of College, City, ST

**Associate of Arts Degree: Liberal Arts...** Name of College, City, ST  
Graduated with Honors for both 1998 and 1999

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