

JANE DOE, BSBA

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

ACCOUNTING PROFILE

Bank Reconciliations □ Auditing □ Accounts Payable & Receivable □ 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.

STRENGTHS & COMPETENCIES

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|---------------------------------|-----------------------------------|---------------------------------|
| ☐ Accounting Procedures | ☐ General & Operations Management | ☐ Financial/Business Operations |
| ☐ Internal/External Audits | ☐ HR/Staffing Process | ☐ Budgeting & Expense Reports |
| ☐ Accounts Payable & Receivable | ☐ Personnel Training/Supervision | ☐ Administrative Measures |
| ☐ General Ledger Maintenance | ☐ Performance Evaluations | ☐ Project Management |
| ☐ Semi-Monthly Payroll | ☐ Report Preparation | ☐ Quality Control |
| ☐ Journal Entry Recording | ☐ Strategic Business Planning | ☐ Productivity Improvement |
| ☐ Prepaid Expenses | ☐ Customer Service | ☐ Relationship Management |

PROFESSIONAL EXPERIENCE

Company One, City, ST (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.

Company Two, City, ST (2007 - 2008)

GENERAL MANAGER

- **Oversaw various accounting procedures including accounts payable/receivable, payroll process and general cashier.**
- **Maintained operating expenses in dollars and percentages within budget.** 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.
- **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.

Professional Experience Continued

Company Three, City, ST (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.**

Additional Experience Includes:

CUSTOMER SERVICE REPRESENTATIVE for Company Four, City, ST (1995-1996)

EDUCATION & CREDENTIALS

BACHELOR OF SCIENCE DEGREE IN BUSINESS ADMINISTRATION (BSBA): EMPHASIS IN ACCOUNTING (2002)

Name of University, City, ST

ASSOCIATE OF ARTS DEGREE IN BUSINESS ADMINISTRATION (1999)

ASSOCIATE OF ARTS DEGREE IN LIBERAL ARTS (1998)

Name of College, City, ST

Graduated with Honors for both 1998 and 1999
