

NAME

Street Address • City, State Zip • Phone: 555.555.5555 • 222.222.2222 • name@name.com

ACCOUNTING PROFESSIONAL - CPA CANDIDATE

Detail-oriented Accounting Professional with strong background in all business accounting functions, including accounts payable, accounts receivable, general ledger, monthly and annual reports, reconciliations, billing, sales commission calculations and ad hoc projects.

KEY SKILLS

- Accounts Payable / Receivable
- General Ledger / Trial Balances
- Bank Reconciliations
- P&L Monitoring
- Commission Calculations
- Issuing Checks
- Commissions Reports
- GAAP
- Payroll

CAREER HISTORY

COMPANY, CITY, STATE..... 2007 to 2008

Staff Accounting Associate

Performed diverse accounting duties, including accounts payable, accounts receivable, financial reporting, general ledger, sales tracking and reporting, billing and reconciliations for a fast-paced advertising agency. Maintain accurate records of financial transactions on a daily basis. Collaborate with sales, media and advertising traffic departments to ensure accurate information and timely reporting.

- Accumulate data on gross and net sales to calculate commissions and generate sales reports.
- Process accounts payable for operations and individual accounting stations.
- Post client's accounts receivable to QuickBooks and generate daily deposit reports.
- Matching invoices in accounting system (CORE) with log-time report.

COMPANY, CITY, STATE.....2000 to 2007

Junior Staff Accountant (2006 to 2007)

Assigned significant accounting duties, including preparation of profit and loss statements and other financial reports, accounts payable, accounts receivable, general ledger and reconciliations. Classified, recorded and summarized financial data in order to compile and keep financial records, using journals and ledgers. Produced and distributed forms 1098 and 1099. Ensured the proper application of bank cash, checks and vouchers and reconciled bank statements.

- Managed all accounts payable and accounts receivable functions, including matching, batching, coding and correspondence to ensure payments are made and applied accurately.

Accounting Assistant (2000 to 2006)

Assisted with company's daily accounting operations, including accounts receivable, accounts payable, account reconciliation and report preparation.

COMPANY, CITY, STATE..... 1999 to 2000

Accounting Assistant

Provided comprehensive accounting and administrative support for the director, including overseeing accounts payable, receivables, maintaining the general ledger, preparing monthly sales reports and calculating commissions due.

EDUCATION

Bachelor of Business Administration in Accounting (2006)

University, City, State

AFFILIATIONS

American Institute Certified Public Accountant (AICPA)

COMPUTER SKILLS

Advanced Microsoft Excel Skills (Charts, Graphs, Formulas, Macros), QuickBooks, Peachtree