

NAME

Street Address. ▪ City, State Zip ▪ (555) 555-5555 ▪ (222) 222-2222 ▪ name@name.com

PROFESSIONAL EXPERIENCE

Company

Staff Accounting Associate

Sept 2007– Dec 2008

- Performing accounting duties while interacting with sales, media and advertising traffic departments in a fast paced, high volume, deadline driven environment
- Recording and updating financial transactions and information as required
- Commission calculation, gross/net sales and generating various reports (affidavit management, transaction details as well as client vs. media (TV) stations reports)
- Updating cash in advance (CIA)/ cash exposure reports
- Processing operations accounts payable as well as A/P for individual accounting stations
- Posting client's A/R to QuickBooks and generating daily deposit reports
- Matching invoices in accounting system (CORE) with log-time report
- Weekly client billing, reconciling and closing client's accounts
- Performing other accounting duties as needed

Company

Junior Staff Accountant

May 2006 –August 2007

- Prepared profit and loss statement and other financial reports
- Classified, recorded and summarized numerical and financial data in order to compile and keep financial records, using journals and ledgers
- Maintained and updated files for payment, invoices, A/P, A/R and correspondence
- Recorded and updated financial transactions and information as required
- Received, recorded bank cash, checks and vouchers
- Processed expense reports
- Bank statement reconciliation for check disbursement
- Checked figures, posted and documented for correct entry and proper code.
- Produced and distributed forms 1098 and 1099

Accounting Assistant

September 2000 –April 2006

- Assisted with company's daily accounting operations that included accounts receivable, accounts payable, account reconciliation and report preparation
- Identified adjustments, prepared and processed miscellaneous accounting entries (journals/payments)
- Assisted in preparation of financial statement reports
- Performed other duties as assigned

Company

July 1999 – August 2000

Accounting Assistant

- Assisted director and performed administrative duties for call center
- Arranged meetings, account payables and receivables
- Maintained ledger book, prepared monthly sales report and calculation of commissions for sales representatives
- Reconciled monthly bank statement
- Coordinated special events for call center

EDUCATION

Bachelor of Business Administration in Accounting

Graduated: October 2006

DeVry University, West Hills, California

Key Courses Intermediate Accounting I, II, III, Advanced Accounting, Advanced Cost Management, Auditing, Budgeting and Forecasting, Business Information Systems, Finance, Financial Accounting, Federal Tax Accounting, Database Essentials Marketing, Managerial Accounting, Principles of Economics, Principles of Management, Senior Project

COMPUTER SKILLS

MS-WORD: Basic and advanced functions
MS-EXCEL: Basic functions, Charts, Graphs, Formulas, Macros
QUICKBOOK: ales, Receivables, Payables, General Accounting, General Ledger,
Bank reconciliation, Trial Balance, P/L, Payroll, Issuing Checks, Backup System

PEACHTREE, WINDOWS XP, OUTLOOK, EXPLORER.

HONORS

Honors:

- Dean's List: Fall 2005 and Spring 2006

PROFESSIONAL MEMBERSHIP

American Institute Certified Public Accountant (AICPA)
CPA Candidate