



Andrew Carnegie

📅 11/08/1919 🏴 Scottish 📞 (999) 999 9999 ✉ hello@kickresume.com 🌐 www.kickresume.com

Work experience

📍 PITTSBURGH, USA

Senior Accountant DEF Co.

- Reviewed detailed analyses of fixed asset general ledger accounts and depreciation expenditure on a monthly, quarterly and annual basis.
- Coordinated the end of month closing process to ensure all corporate deadlines are met and information is presented in accordance with GAAP.
- Prepared monthly financial reports, reconcile complex fixed asset accounts, generate ad-hoc reports, and provide reports to management regarding significant expenditure fluctuation.
- Assisted income tax division in preparation of corporate income tax and property tax.
- Implemented financial systems (e.g. Oracle), developed functional specifications for approved enhancements, document changes and updates to the system, and resolved technical problems.
- Provided support for accountants and external departments in general accounting and related functional areas.
- Worked with project teams and internal departments to develop and deliver training for the Oracle fixed assets accounting modules to Accounting, Network, Supply Chain, Information Technology, and other Operations groups.
- Coordinated quarterly process owner certifications, updated internal control documentation as needed, and monitored cycle-level controls and process-level risks to ensure material processes and controls were incorporated into the compliance process in a timely manner as required by law.
- Developed an Access database report that helps senior accountants analyze net profits and depreciation and cut their monthly closing time to half.
- Received a company performance award for creating an Access database special query system which enabled each accountant to perform what-if analysis in order to respond rapidly to changes in particular markets to that project projections could be met.

Work experience

📍 PITTSBURGH, USA

Staff Accountant GHI Co.

- Performed all accounting features, including bank reconciliations, expense accruals, coding transactions and reviewing of bookkeeper's entries.
- Performed bank reconciliations, account reconciliations between the general ledger, subsidiary ledgers and between the general ledger and financial statements.
- Prepared monthly closing entries.
- Recorded financial transaction by entering account information.
- Researched taxation regulations relevant to the needs of individual clients, and adapted them into easier-to-understand forms.
- Reviewed contracts, prepared presentations regarding financial planning.
- Performed other tasks required by the Accounting Manager.

📍 PITTSBURGH, USA

Accounting Clerk JKL Co.

- Created purchase orders and maintained necessary balance levels.
- Cross-checked data between the physical documents and the system.
- Ensured that statements and records comply with laws and regulation.
- Became fluent in recording accounting entries into SAP system.

Education

📍 PITTSBURGH, USA

BSc Accounting University of Pennsylvania

Strengths

Time Management MS Excel MS Visual Basic

Attention to Detail SAP ERP Leadership

Cognitive traits



Processing
Consistency



Planning Speed



Attention
Duration

Emotional traits

Social traits
