**ACCOUNTANT RESUME**

Bay Area, California

+1-234-456-789

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linkedin.com/in/username

**PROFESSIONAL EXPERIENCE**

**Resume Worded, New York, NY 20XX– Present**

**Accountant** (20XX – 20XX)

* Monitored and managed expenditures in excess of $4million annually.
* Developed Excel templates for all required journal entries, reducing the closing time by an average of 2 days.
* Provided consistent, high quality services as clients grew by 30% without an increase in staff.
* Developed journal entries to effectively revise the income statement on a monthly basis, saving $60,000 in expenses.
* Streamlined current business procedures to increase work efficiency by 55% and saving ~40 hours a month in man hours.
* Supported in 2 major company acquisitions resulting in company growth by over 60%.

**Junior Accountant** (20XX– 20XX)

* Filed payroll tax and sales tax for over 50 customers each month.
* Managed monthly reconciliation of approximately $500,000.
* Organized all accounts for the past 3 years, Accounts receivables/payables, reduced paper usage and switching to e-bills.
* Entered payroll for 60+ employees into the company software and processed through ADP.

**Resume Worded Co, San Diego, CA 20XX – 20XX**

**Associate, Accounting** (20XX– 20XX)

* Conducted account analysis and identified opportunities to cut variable costs by 17%.
* Trained 2 new accounting associates in company procedures.
* Implemented centralized purchasing, reducing company costs by 50%.
* Streamlined company procedures to current standards and trained over 50+ employees across various levels (including shop level to mid-management level).

**Accounting Assistant** (20XX – 20XX)

* Processed more than 1200 invoices per month for a large-scale organization.
* Reviewed and analyzed operating budgets every 4-week period.

**Growthsi, New York, NY 20XX– 20XX**

**Accounting Assistant**

* Worked with 50+ vendors to ensure all invoices were paid on a timely basis.
* Performed monthly closing for 3 entities and managed 30+ accounts payable accounts.

**EDUCATION**

**Resume Worded University, San Francisco, CA 20XX**

**Bachelor of Commerce**; Major in Accounting and Business Management.

**SKILLS**

* GAAP
* General ledger, profit and loss
* Oracle
* QuickBooks
* MS Access
* NetSuite ERP
* Delphi Technology
* Account Analysis
* Google Docs