**ACCOUNTANT RESUME**

**Breanna Wallace**

City, State, Zip Code

Home: 000-000-0000 | Cell: 000-000-0000

email@email.com

**Professional Summary**

Enterprising Corporate Accountant proficient in generally accepted accounting principles including use of the latest industry standard software. Extensive experience with corporate payroll corporate tax preparation and detailed budget planning. In-depth knowledge of data analysis and reporting.

Core Qualifications

* Proficient in MS Excel Word Oracle applications PowerPoint and Access
* Management and supervisory experience
* Strong analytical and technical skills
* Ability to work well in groups and individually
* Strong work ethic
* Self-motivated

**Experience**

**Corporate Accountant**

**6/1/2010 – 10/1/2012**

**Company Name**

**City, State**

* Prepared accurate general ledger and reporting packages in a timely manner.
* Routinely reconciled accounts records reports ledgers and journals.
* Prepared monthly and annual financial statements and analysis reports.
* Responded to management inquiries.
* Assisted with internal and external audits.

**Corporate Accountant**

**11/1/2012 – 9/1/2013**

**Company Name**

**City, State**

* Reconciled asset and liability accounts.
* Assisted with monthly closing processes.
* Prepared and filed local state and federal tax returns.
* Generated monthly reports specific to management requests.
* Ensured the accuracy of ledgers and journal entries.
* Assisted in determining more efficient budgeting processes.
* Handled routine fixed asset accounting duties.

**Corporate Accountant**

**11/1/2013 –**

**Company Name**

**City, State**

* Prepared financial reporting data and ratios as per management’s requests.
* Assisted with internal and external audits.
* Prepared reviewed and posted weekly monthly and quarterly accounting entries.
* Prepared monthly and quarterly financial statements.
* Organized required tax documents and prepared annual tax returns.
* Tracked monthly expenditures and revenue.
* Handled client billing.
* Prepared and tracked invoices.

**Education**

**Bachelor of Science – Accounting**

**2010**

University Name

City, State

**Bachelor of Science – Business Administration**

**2014**

University Name

City, State