**MID-LEVEL ACCOUNTANT RESUME**

**PROFILE**

* Two years of hands-on accounting experience, handling monthly bank reconciliations, expense tracking, month-end and year-end reporting tasks, and assisting with the annual audit
* Strong academic foundation in auditing and taxation; currently working towards CA designation
* Solid organizational skills – able to effectively manage multiple responsibilities requiring extreme attention to
* detail within deadline-driven environments
* Confident communication skills with substantial public speaking/presentation experience
* Experience in using Simply Accounting, CaseWare, Great Plains Dynamics, and Microsoft Office (Excel, Word & PowerPoint
* Sound knowledge of GAAP, GAAS, IFRS, GST and PST return

**EDUCATION**

BSc Administrative Studies in Accounting, University of Toronto, Toronto, Canada

* Graduated Summa Cum Laude with a GPA of 8.1 out of 9.0.

Accounting Diploma, Seneca College, Toronto, Canada

* Achieved honors with a GPA of 3.9 out of 4.0.

**WORK EXPERIENCE**

**02/2012 - 04/2014, Income Tax Returns Volunteer, University of Toronto, Toronto, Canada**

**Canada Revenue Agency Community Volunteer Income Tax Program York University and North York Community Centre**

* Served over 150 seniors, new immigrants, students, and low-income families on a one-on-one basis, and accurately completed their personal income tax returns
* Provided recommendations on income inclusions, tax deductions, credits, and other tax issues, ensuring that clients benefitted from every deduction and credit available

**11/2010 - 12/2011, Accounting Specialist, Moon Life Financial, Toronto, Canada**

* Ensured accuracy of data and transactions by reconciling monthly trust and control accounts, including group remuneration, principle on deposit, GST, and accounts receivable
* Applied training on Excel Macro and Oracle database application in processing monthly pension fund activities to general ledgers
* Contributed accounting skills when handling cheque cancellations, stale dated cheques and related banking issues, by using Focus Report, Oracle, and Sunnet System
* Explained complex accounting procedures and provided support to client service staff in managing their expense accounts

**Junior Accountant, Toronto School Board, Toronto, Canada**

* Acquired problem-solving skills in SAP accounting system by identifying and correcting error payments, and reconciling vendor statements
* Improved client relationships by resolving five-year outstanding payments for five major accounts receiving special recognition on the annual performance review
* Commended by manager for “outstanding efficiency and accuracy” in compiling and reviewing year-end financial statements using CaseWare; initiated the development of a step-by-step training manual to support accounting clerks in improving their proficiency with CaseWare and MS Excel

**COGNITIVE TRAITS**

Processing Consistency - 96%

Planning Speed - 83%

Attention Duration - 77%

Emotional traits

Social traits