|  |  |
| --- | --- |
| **STAFF ACCOUNTANT** | San Francisco, CA 12345  +1 234 567-890  [first.last@resumeworded.com](mailto:first.last@resumeworded.com)  linkedin.com/in/resumeworded |
| EXPERIENCEResume Worded, New York, NY ***Staff Accountant*** January 2020 - Present  * Assisted in the preparation of over 25 financial statements by performing monthly accounting and closing procedures. * Oversaw the preparation and issuance of yearly 1099s for 15+ company vendors. * Maintained monthly schedules of 30+ fixed assets and other specific general ledger accounts. * Reviewed and verified invoices and check requests from 50+ customers. * Worked closely with the CFO and Controller to provide work papers to the external auditor for the annual tax return and review, resulting in 100% compliance.  Growthsi, Remote **Junior Staff Accountant** July 2016 - January 2020  * Booked $150K in new business by contracting with 3 major clients in the first year. * Assisted in the evaluation for cost estimates, budgeting, and forecasting of over 10 projects. * Reviewed payment requisitions, cost estimates, and project reports, reducing error rate by 20%. * Reconciled an unidentified $1M in cash down to $5,000.  Resume Worded, Boston, MA **Payroll Accountant** January 2012 - June 2016  * Responsible for monitoring and processing all payroll functions for over 1,000 international and domestic employees. * Collaborated with 10 department managers and peers to develop and implement policies and procedures that increased internal efficiency by 20%. * Conducted timesheet entry and distribution of payroll checks to 15 offices. * Reviewed 1,000 employee W2, W4, and state forms, ensuring 100% accuracy. | SKILLS Microsoft Access  Quickbooks  Accounts Payable (AP)  Accounts Receivable (AR)  Invoicing  Financial Reporting  Customer Service  Bank Reconciliation EDUCATIONResume Worded University *B.S. in Accounting* January 2012 New York, NY   * **Awards:** Resume Worded Accounting Fellow (only 5 awarded to class), Dean’s List 2012 (Top 10%) * Relevant Courses: Operations Research, Statistics, Linear Algebra * Completed one-year study abroad with Singapore University  PROJECTS  * Credit Card/Cash Application - Revamped application process which resulted in 50% increase in efficiency; converted reconciliation process into standard daily activity. |