**ACCOUNTANT RESUME FOR FIRST JOB**

Clara Vaughan

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**Summary**

Detail-oriented accountant with 3+ years’ experience performing accounting duties, recently completed supervised general accounting experience in fulfillment of CPA requirements. Seeking opportunity to apply financial reporting skills in supporting Company ABC’s continued growth. At DocuTrace, caught 25+ critical invoice errors and prepared 67 W-2 and 1099 tax forms.

**Experience**

**Junior Accountant, DocuTrace, Los Angeles, CA, February 20XX–June 20XX**

* Performed daily deposits of up to $26,000 while processing Accounts Payable.
* Balanced and posted daily receipts and financial transactions for all seven departments.
* Reviewed 2,000+ invoices for coding accuracy, identified at least 25 critical errors.
* Prepared 1099 tax forms for all 23 vendors and W-2s for 44 employees.

**Assistant Accountant, Metrac Training Services, Los Angeles, CA, April 20XX–January 20XX**

* Completed 20 monthly bank reconciliation and cash reconciliation statements.
* Assisted with the preparation of 400+ payment orders and invoices.
* Prepared and administered bank account payments to a total value of over $3,000,000.

**Education**

BS in Accounting  
University of La Verne, CA, 20XX–20XX

Pursued a passion for operations management coursework.

Maintained a 3.91 GPA.

**Certification**

* California State Licensed CPA (Certified Public Accountant)
* Professional Membership, AICPA (American Institute of Certified Public Accountants)

**Key Skills**

* Accounting software
* Tax returns
* General ledger
* Financial statements
* Financial analysis
* Communication skills
* Detail oriented
* Problem solving