**ACCOUNTING MANGER RESUME**

Bay Area, California

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**PROFESSIONAL EXPERIENCE**

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

**Accounting Manager**

* Recognized as top Accounting Manager in 2019.
* Managed monthly closing and consolidation of financial reporting for $2.1M new division of Finance Area in the company.
* Coordinated scheduling and enforced project timelines, reducing month-end close time frame by over 50%.
* Worked closely with auditors through year end audits, prepared schedules and gathered details, and consolidated sales over $10M.
* Recovered $2M in overstated expenses recorded prior to shared service.
* Managed the team of 18 accounting specialists responsible for payroll, accounts payable and receivable and billing.

**Growthsi, New York, NY Jan 20XX– May 20XX**

**Assistant Accounting Manager**

* Managed and monitored work of 6 financial specialists and accountants.
* Identified opportunities and implemented measures to reduce certain variable costs by 15%.
* Implemented regular workflow monitoring procedures, reducing month-end close time by 30%.
* Decreased company expenditures by 20% by consistently identifying potential cost savings opportunities.

**Resume Worded, San Diego, CA May 2008 – Dec 2014**

**Accounting Supervisor** (Nov 2011 – Dec 2014)

* Promoted within 18 months due to strong performance and organizational impact (one year ahead of schedule).
* Streamlined business processes to improve efficiency of financial reporting by 40%.
* Developed and executed internal controls, improving accuracy by over 90% and reducing error rate by 22%.

**Accounting Specialist** (May 2010 – Oct 2011)

* Maintained company general ledger, monthly close processes and account reconciliations through 100% YoY revenue growth.
* Led a team of 2 junior accountants.

**Associate, Accounting** (May 2008 – Oct 2011)

* Developed an efficient method of inputting Accounts Receivable data into QuickBooks with 100% accuracy.
* Prepared end of the month invoices for over 120 clients.

**EDUCATION**

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

Master of Business Administration Candidate; Major in Business Accounting.

**SKILLS**

* HubSpot, Salesforce
* QuickBooks
* Financial reporting (ROI, cashflow)
* GAAP
* Sage50 accounting
* NetSuite ERP
* Oracle
* MS Access
* Delphi Technology