**STAFF ACCOUNTANT RESUME**

**PROFESSIONAL EXPERIENCE**

**AXIOM AMERICA, LLC, Milpitas, CA**

**Staff Accountant, June 2014–Present**

* Manage accounting functions for 3 different entities including accounts payable and receivable as well as payroll, ensuring the integrity and accuracy of internal controls
* Play a key role in annual audits, compilations, and reviews, preparing detailed reports and recommending remediation/corrective measures
* Streamlined the credit card and cash application process, reducing 2-week reconciliations to 1 week
* Automated several of our internal accounting processes, cutting the total time for bookkeeping and handling reconciliations by 20%
* Realize $2M savings in annual costs by identifying and fixing a recurring error in the accounting system

**FRAZIER & DEETER, LLC, Atlanta, GA**

**Staff Accountant, May 2009–June 2014**

* Developed and implemented internal departmental reports to provide senior management with timely information, improving our profitability and reducing operating costs
* Oversaw all accounting functions related to monthly collections totaling $5M, including creating monthly aging, open invoices, sales, and revenue reports
* Restructured our miscellaneous cash receipts recording system, which decreased accounts receivables by 15%
* Revamped the payroll process, which increased productivity and saved the company $300,000 yearly
* Managed client billing to vendors, ensuring accuracy by comparing PO to invoices, and conducting bank/credit card reconciliations with 1,000+ transactions

**Education**

California state university east bay, hayward, ca

Bachelor of science in accounting, april 2009

Honors: cum laude (gpa: 3.8/4.0)

**ADDITIONAL SKILLS**

* Expert in Microsoft Office (Word, Excel, and PowerPoint), and QuickBooks
* Strong background in cash management, monthly and year-end closings, audits, accounts payable/receivable, payroll, taxation, and financial reporting