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| **STAFF ACCOUNTANT** | San Francisco, CA 12345+1 234 567-890first.last@resumeworded.comlinkedin.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.
 | SKILLSMicrosoft AccessQuickbooksAccounts Payable (AP)Accounts Receivable (AR)InvoicingFinancial ReportingCustomer ServiceBank Reconciliation EDUCATIONResume Worded University*B.S. in Accounting*January 2012New 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.
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