

# JANE DOE

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## EXPERIENCED SENIOR ACCOUNTANT

### SUMMARY

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Accomplished and results-driven professional with over 20 years of valuable experience in translating accounting expertise into optimized expense control processes. Proven track record of success in overseeing all company's accounting processes, analyzing financial records, balancing accounts, ensuring compliance with tax laws, and assisting with audits. Adept at preparing financial forecasts, ensuring the accuracy of financial records, and identifying ways of reducing costs and increasing profit. Possesses in-depth knowledge of GAAP, accounting standards, and industry regulations. A self-starter and team player with an entrepreneurial spirit, excellent written as well as verbal communication, and an ability to manage multiple tasks and meet deadlines. Eager to master new challenges and contribute to the overall success and growth of the company.

### SKILLS

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- Business development
- Business administration
- AR/AP
- Financial accounting
- Process improvement
- Financial analysis
- Payroll administration
- Accounts reconciliation
- General ledger
- Analytical skills
- Budgeting and forecasting
- Relationship building
- Leadership skills
- Communication skills
- Financial reporting

### EXPERIENCE

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**Senior Accountant**  
Company, City, ST

01/17 - Present

High-performing professional, well-versed in overseeing general accounting operations by controlling and verifying financial transactions. Performed numerous responsibilities, including reconciling account balances and bank statements, maintaining the general ledger, preparing tax returns, and assisting with audit preparations. Combines excellent analytical skills with a thorough knowledge of GAAP to perform daily financial activities of the agency and provide prompt, accurate, and courteous service. Verifies, allocates, and reconciles accounts payable and receivable for multiple bank accounts. Performs monthly, quarterly, and year-end close procedures and account reconciliations to ensure financial reporting accuracy. Communicates with clients to resolve billing questions and issues

- Delivers final quarterly consumer tax reports and filings for three companies
- Prepares and issues bills and financial statements in adherence to established procedures
- Processes necessary general ledger and client journal entries and produces error-free accounting reports and presents acquired results
- Reconciles internal billings with actual surplus lines affidavit filings
- Efficiently delivered year-end reporting for 1098 and 1099's and ensures correct coding and approval of all invoices simultaneously processing daily and weekly checks runs
- Proactively collected and prepared backup documentation for both operating and trust accounts
- Significantly contributes to the company's revenue by downloading and reconciling commissions for over 75 insurance carriers to include commercial lines, personal lines, health, and benefit carriers

**Office / Team Manager / Human Resources Manager**  
Company, City, ST

12/11 – 01/17

Detail-oriented office manager responsible for the day-to-day operations, financial administration, human resource administration, and compliance oversight of the company. Managed and delivered a diverse portfolio of activities, including records management, bookkeeping, personnel management, and budget preparation. Processed all accounts payable and receivable, sales tax, invoices, and fixed assets, as well as assisting with budgeting, expense tracking, and reporting. Ensured an office's efficiency through a variety of administrative, financial, and managerial tasks.

- Assured regulatory compliance and proper implementation of human resource policies and procedures
- Oversaw a variety of HR tasks such as recruiting, hiring, training, payroll, and benefits
- Organized and planned travels arrangements for the race teams

**Account Payable Specialist**  
Company, City, ST

03/20 – 12/11

Dedicated account payable specialist in charge of analyzing invoices and expense reports, resolving accounting discrepancies, and charging expenses to accounts. Responsible for all written and oral communication regarding payments and charges related to assigned vendors, clients, and attorneys. Received, processed, verified, reconciled invoices, and investigated and resolved issues associated with the processing of invoices due to outstanding problem-solving skills.

- Ensured that bills and payroll were paid on time and correctly while adhering to departmental procedures
- Generated accounts payable verification on a daily, biweekly, and monthly basis
- Prepared information for various audits, external and internal as needed

**Billing Clerk / Accounts Payable Specialist**  
Company, City, ST

9/20 – 03/06

Maintained and processed the company's payments and expenditures, including purchase orders, invoices, and statements in accordance with the company's policies and procedures while communicating with vendors. Engaged in daily communication with the company's controller to meet the needs of the management, vendors, and clients while achieving data quality and consistency. Managed accounts payable as well as receivable by using accounting software and other programs

- Aided with the application of alternative billing arrangements and annual reviews as well as approvals
- Received, processed, verified, and reconciled invoices to complete payments
- Examined, evaluated, and processed invoices and bills for rendered services
- Efficiently optimized internal financial controls and procedures

**EDUCATION**

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**General Studies in Accounting**  
Community College of North Nevada, Las Vegas, NV

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