

Robert Wilson

999 Main Street, Any Town, NY 99999 • (999)999-9999 • email@yahoo.com

OBJECTIVE

Entry-level accounting position

QUALIFICATIONS SUMMARY

Experienced working in fast paced environments demanding strong technical, organizational and interpersonal skills. Detail-orientated and resourceful in completion of projects. Able to multi-task effectively. Ethical, discreet and dependable. Committed to superior customer service. Capabilities include:

- Accurately type ten key by touch
- Word Processing & Typing
- Spreadsheet & Document Design
- Customer Service & Relations
- General Accounting
- Office Equipment & Operation
- Problem Solving
- Filing & Data Archive

EXPERIENCE HIGHLIGHTS

Entry-Level Accountant, ABC Inc., Any Town, NY

Sept 2009-Current

- Analyzed revenue and expense trends and recommended appropriate budget levels, through monthly and yearly financial models to help ensure our expenditure control throughout the course of the year.
- Prepared and reviewed, payroll entries, invoices, and other accounting documents for month and year end bank reconciliations.
- Recommended, developed and sustained strong financial records in financial data bases, computer software systems, Quick Books 2007, and manual filing systems.
- Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.

Accounting Assistant, XYZ Corp., Any Town, NY

Jan 1999-Feb 2009

- Reconciling accounts receivables, accounts payables and bank statements (using Excel Spreadsheets) and entering journal entries into IT accounting system.
- Compiling accounting information, analyzing expense accounts for closing process and verifying invoices for accuracy and payments submitted.

- Filing documents, updating files in the (Student Accounts Department) including mailing out tuition bills.
- Verifying records (Collections Department) for accuracy and completeness.
- Retrieving invoices (Purchasing Department) for accuracy, filing invoices.

Administrative Assistant, BCD Inc., Any Town, NY Sept 1997- Nov 1998

- Oversee all aspects of general office coordination.
- Interact with clients, vendors and visitors.
- Answer telephones and transfer to appropriate staff member.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Sign for and distribute UPS-FedEx or similarly delivered packages.
- Prepare responses to correspondence containing routine inquiries.
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing and filing.
- File and retrieve organizational documents, records and reports.
- Create and modify documents such as reports, memos, letters and financial statements using word processing, spreadsheet, database and, or other presentation software such as Microsoft Office, Quick Books or other programs.
- May conduct research, compile data and prepare papers for consideration and presentation.
- Prepare agendas and make arrangements for committee, Board or other meetings.
- Interact with the organization's Board of Directors.
- Attend Board, committee meetings or other meetings as requested in order to record minutes.
- Compile, transcribe and distribute minutes of meetings.
- Support staff in assigned project-based work.
- May supervise volunteers and other support personnel.
- Assists in special events, such as fundraising activities and the annual meeting.
- Assist with overall maintenance of the organization and its offices.

PROFESSIONAL ACTIVITIES

Society of CPA's

EDUCATION

New York Community College, New York, NY

Associates of Applied Science

Major: Accounting

GPA Overall 3.75/4.0 scale

References

Available upon request

JeffTheCareerCoach.com