YOUR FULL NAME

Your mailing address
Your phone numbers
Your email address

Objective Statement

Motivated and detail-oriented junior accountant with 2 years general accounting experience offers the following skills and experience:

- solid working knowledge of MS Office with a strong level of proficiency in Excel
- administration of accounts receivable and accounts payable
- efficient maintenance of the integrity of general ledger accounts
- preparation of accurate financial accounts and reports to comply with accounting principles and practices
- engagement with budget development and financial forecasting
- able to accurately gather, interpret and analyze financial data
- excellent organizational skills with demonstrated ability to effectively prioritize to meet strict deadlines
- proven ability to quickly learn and use new technologies and tools

---

Work Experience

Junior Accountant

Verizon Products, Selma, IN

September 2014 to date

- assist with the preparation, analysis and verification of accounting records, financial statements and reports to ensure accuracy and adherence to reporting and procedural standards
- maintain the general ledger operations
- support the month end close process
- audit, process and pay vendor invoices in an accurate and timely manner
- reconcile invoices to purchase orders and bill customers
- resolve AP and AR problems with vendors and customers
- collect, categorize, calculate, verify and enter data to maintain accurate records
- assist with budget development and financial forecasting
- monitor and analyze budget variances
- assist with tax filings
- record and process employee expense reports and reconcile credit card statements
- coordinate audits in accordance with internal and external procedures

•assist with special projects related to process improvements

---

Education

Indiana Wesleyan University, Marion, IN

Associates Degree in Accounting 2014

Technical Skills

•MS Office
•Oracle
•NetSuite
•working knowledge of local, state and federal laws regarding accounting, finances and taxation

---

References

Available on request