

Wendell Kolstad CPA

1 Main Street, New Cityland, CA 91010

Home: (555) 322-7337 | Cell: 000-000-0000

example-email@example.com

Summary

Flexible General Accountant who adapts seamlessly to constantly evolving accounting processes and technology. Skilled in regulatory reporting general operations and tax accounting. Adept at supplying quick responses to inquiries and accounting questions.

Highlights

- Regulatory compliance
- GAAP understanding
- Accounts management
- QuickBooks expertise
- Project management
- Document analysis
- Highly accurate
- Complex problem solving
- Efficient
- Resourceful

Experience

General Accountant

2/1/2012 - Current

Myers and Britton

New Cityland, CA

- Collaborate with auditors during audit processes.
- Ensure all activities comply with GAAP and SOX.
- Review financial statements and audit documents to uncover variances.
- Prepare annual federal state and local tax returns for both individuals and businesses.
- Reduced entry input time by 20% and decreased errors by 30%.

General Accountant

6/1/2009 - 1/1/2012

General Tax Solutions

New Cityland, CA

- Maintained integrity of general ledger including the chart of accounts.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Optimized and managed spending through collaboration with key business leaders.
- Completed ledger entries on a short schedule with nearly 100% accuracy.

General Accountant

8/1/2004 - 5/1/2009

Northside Accounting Services

New Cityland, CA

- Compiled financial reports pertaining to cash receipts expenditures and profit and loss.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Generated financial statements and facilitated account closing procedures each month.
- Computed taxes owed by applying prescribed rates laws and regulations.

Education

Bachelor of Science - Accounting

2004

University of California

New Cityland, CA

Certifications and Licenses

Certified Public Accountant 2005-Present