

**Lisa Lord CPA**

1 Main Street, New Cityland, CA 91010

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example-email@example.com

**Summary**

Efficient and proactive Staff Accountant with over eight years' experience in managing complex business accounts. Well-versed in accounting regulations standard practices and confidentiality issues. Consummate professional who leaves no stone unturned to ensure completely accurate and compliant records.

Highlights

- Project coordination
- GAAP familiarity
- QuickBooks
- Great Plans
- Detail-oriented
- SOX compliance
- General ledger accounting
- Reporting and analysis
- Tax law understanding
- Reconciliations

**Experience**

Staff Accountant

2/1/2012 - Current

S5 Accounting

New Cityland, CA

- Help optimize spending by making forward-thinking recommendations.
- Maintain unsurpassed levels of accuracy with all company and client accounts.
- Support management by providing accounting insight and technical knowledge in meetings.
- Mentor junior accounting staff to maintain high levels of accuracy and performance.
- Model data and forecast future trends to facilitate decision making.

Staff Accountant

8/1/2009 - 1/1/2012

Tyler Tile Company

Fargo, ND

- Increased data accuracy by monitoring changes and promptly correcting variances.
- Opened new accounts and closed out inactive accounts.
- Followed-up with staff management and vendors to track and resolve errors.
- Reviewed reports and financial statements to assess data integrity.

#### Staff Accountant

5/1/2006 - 7/1/2009

Kitsch Manufacturing

Tucson, AZ

- Collected and documented relevant accounting data for management.
- Generated reports and spreadsheets detailing activities trends and forecasts.
- Completed account reconciliations on rolling basis.
- Assisted with quarterly and year end-closings as well as audit preparation.

#### **Education**

Bachelor of Science - Accounting

2006

Arizona State University

Tucson, AZ

Licenses

Certified Public Accountant (Current)