

ACCOUNTANT RESUME, CPA

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SUMMARY OF QUALIFICATIONS

Currently seeking a position as an Accountant which will effectively utilize all acquired skills, abilities, and areas of expertise as follows:

- ◆ Accounting/Payroll
- ◆ Bank Statement Reconciliation
- ◆ Budget Control
- ◆ Bookkeeping
- ◆ Customer Service
- ◆ Financial Statements
- ◆ Administration
- ◆ Accounts Payable/Receivable
- ◆ Regulatory Compliance
- ◆ Purchasing & Orders
- ◆ Organization

CORE COMPETENCIES

- Experienced in all aspects of recording transactions, posting debits/credits, reconciling accounts, and ensuring accuracy and completeness of data.
- Add more here...

PROFESSIONAL PROFILE

Company Name · Location

Dates

Job Title

- ◆ job responsibilities

EDUCATION HISTORY

College · City | *Degree*