

# ACCOUNTANT RESUME, CPA

Phone: (615) 537-1036 | Email: support@cpresumes.com

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## SUMMARY OF QUALIFICATIONS

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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

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

## PROFESSIONAL PROFILE

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**Company Name** • Location

Dates

**Job Title**

- ♦ job responsibilities

## EDUCATION HISTORY

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**College** • City | Degree