

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Cost Accounting Manager - City Health Center / Location

MONTH YEAR - Present

- Presented quarterly cost forecasts to employees, management, and stakeholders
- Performed physical inventory reconciliations to align with month-end general ledger closings
- Trained new hires on transcribing written records into the accounting software platform
- Maintained cash flow by monitoring multiple bank accounts and cash requirements
- Managed a team of ten junior accountants

Cost Accounting Manager - City Financial / Location

MONTH YEAR – MONTH YEAR

- Oversaw daily operations of financial reports, budget balancing, and cash flow
- Reduced operating costs by 27% annually, increasing the company's value by \$1.25 million
- Stayed updated on tax guidelines to ensure total compliance
- Tracked expenses and reconciled accounts to show constantly updated numbers
- Served on the hiring committee to interview and onboard ten new accountants

Project Experience

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Education

Master of Business Administration - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Bachelor of Science in Accounting - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Account reconciliation
- Certified Public Accountant
- Financial reporting
- Staff development
- Technical accounting

Licenses & Accreditations

Licenses & Accreditations

- Certified Public Accountant (CPA) from the Institute of Management Accountants (IMA)
- Certified Internal Auditor (CIA) from the Institute of Internal Auditors (IIA)