

NAME

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

Profile

Proin gravida nibh vel velit auctor aliquet. Proin gravida nibh vel velit auctor aliquet. Aenean sollicitudin, lorem quis bibendum auctor, nisi elit consequat ipsum, nec sagittis sem nibh id elit. Duis sed odio sit amet nibh ipsum.

Experience

Accounting Manager - City Lien / Location

MONTH YEAR - Present

- Mentored clients to ensure they understood tax laws and legal concerns related to liens
- Ran reports providing annual budget information to the accounting department
- Monitored cash flow by overseeing daily bank balances
- Maintained business insurance annually by scheduling valuations
- Tracked expenses and reconciled accounts to ensure complete financial compliance

Accountant - City Bank / Location

MONTH YEAR – MONTH YEAR

- Worked with clients to ensure they made informed and legal financial decisions
- Completed daily reconciliation tasks to ensure account tracking compliance
- Reviewed various personal and corporate financial statements to assist the accounting manager
- Served as a liaison between the accountants using financial reporting systems and the IT managers
- Helped the bank transition from Original accounting software to Improved software

Project Experience

- Researched accounting software to help City Bank find a new provider
- Volunteered at City Library during tax season to help patrons find the correct tax forms
- Served as treasurer for the City University chapter of Alpha Kappa Psi

Education

Bachelor of Business Administration in Accountancy - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Associate of Applied Science in Accounting - City Community College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Account analysis
- Communication
- General ledger skills
- Regulatory compliance
- Tax return preparation

Licenses & Accreditations

Licenses & Accreditations

- Certified Management Accountant (CMA) from the [American Institute of Certified Public Accountants](#) (AICPA)