

# NAME

TITLE

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

## Profile

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## Experience

### Accounting Manager - City Nonprofit / Location

MONTH YEAR - Present

- Managed the accounting team across five nonprofit branches
- Compiled annual reports balancing expenses with government funding, grants, and donations to give stakeholders a complete picture of the finances
- Trained 12 junior accountants in the proper methods and policies for complete compliance
- Maintained the general ledger to run monthly reports to ensure financial stability
- Oversaw capital assets reconciliations to keep government departments updated

### Accounting Manager - Financial Services / Location

MONTH YEAR – MONTH YEAR

- Ran the accounting department, including handling monthly processes, accounts payable and receivable, and general ledger
- Oversaw a team of five accountants who handled payroll and check runs
- Handled revenue and expenditure variance analysis
- Analyzed accounting data to run financial statements
- Trained four new accounting hires every quarter

### Project Experience

- Helped City Nonprofit create a new outreach campaign for financial donations, altering donors to the benefits of writing off a gift
- Developed a training program for junior accountants at Financial Services
- Volunteered at City Library during tax season to help patrons with tax questions

## Education

### Master of Science in Accounting - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### Bachelor of Science - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Certified Public Accountant
- Financial reporting
- Internal auditing
- QuickBooks software
- Tax return preparation

## Licenses & Accreditations

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- Certified Public Accountant (CPA) from the [Institute of Management Accountants](#) (IMA)
- Certified Management Accountant (CMA) from the American Institute of Certified Public Accountants (AICPA)
- Accredited Business Valuator (ABV) from the [American Society of Appraisers](#)