



Emily Clark

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A CPA with entry-level experience, specializing in financial reporting, budget development, and account reconciliation. A proven track record of supporting accounting teams in performing comprehensive financial analysis for medium-sized businesses.

Professional Experience

Accounting Intern

Hayden Accounting, Columbus, OH

May 2023 - August 2024

- Supported a team of eight accountants in preparing monthly financial statements, cash flow reports, and balance sheets for client businesses valued at up to \$300,000
- Coordinated with accountants to conduct tax preparations, perform complex bank reconciliations, and ensure compliance with state and federal regulations
- Conducted rigorous analysis of annual operating budgets for clients in collaboration with senior accountants to maximize cash flow and reduce expenses

Education

Bachelor of Science (B.S.) Accounting | May 2023
Ohio State University, Columbus, OH

Certifications

- Certified Public Accountant (CPA), State of Ohio | 2024

Key Skills

Financial analysis



Budget development



Tax compliance



Account reconciliation



Financial reporting

