

BRANDON COOPER

Nashville, TN
brandon.cooper@email.com(123) 456-7890

General ledger accountant specializing in financial reporting and account reconciliations

General ledger accountant with six years of experience managing financial records, reconciling accounts, and preparing financial statements. Skilled in maintaining accurate ledgers, ensuring GAAP compliance, and streamlining month-end and year-end closing processes. Adept at collaborating with finance teams to enhance reporting accuracy and efficiency.

Professional Experience

General Ledger Accountant *Southern Manufacturing Inc., Nashville, TN | July 2022 - Present*

- Maintain and reconcile general ledger accounts for a company with \$30 million in annual revenue, ensuring 99% accuracy in reporting
- Assist with month-end and year-end close processes, reducing closing time by 20% through process improvements
- Prepare financial statements and reports for management, enhancing visibility into company finances

Accounting Associate *Tennessee Business Solutions, Nashville, TN | June 2018 - July 2022*

- Processed journal entries and maintained financial records, supporting general ledger accuracy
- Assisted in reconciling accounts and resolving discrepancies, reducing errors by 15%
- Supported external audits by compiling necessary documentation and ensuring compliance with financial regulations

Education

Bachelor of Science (B.S.) Accounting *University of Tennessee, Knoxville, TN | 2018*

Key Skills

- General ledger management
- Account reconciliations
- Financial statement preparation
- Month-end and year-end close processes
- GAAP compliance and internal controls
- ERP systems (SAP, Oracle)

Certifications

- Certified Management Accountant (CMA) | Institute of Management Accountants | 2018