

Staff accountant with expertise in financial reporting and compliance

Staff accountant with six years of experience managing general ledger accounting, financial reporting, and tax compliance for mid-sized corporations. Skilled in reconciling accounts, analyzing financial data, and collaborating with auditors to improve reporting accuracy. Experience working with leadership to develop budget forecasts and identify cost-saving strategies.

Professional Experience

Staff Accountant

ABC Corporation, New York, NY

June 2020 - Present

- Prepare monthly and quarterly financial statements, ensuring accuracy and compliance with GAAP reporting standards
- Reconcile bank accounts, credit card transactions, and intercompany accounts, reducing discrepancies by 30%
- Coordinate with external auditors during annual audits, streamlining the process and reducing reporting errors by 15%
- Support the finance team in analyzing budget variances and identifying opportunities to reduce overhead costs by \$50,000 annually

Accounting Assistant

XYZ Financial Services, New York, NY

May 2018 - June 2020

- Processed vendor invoices, employee reimbursements, and client payments, improving AP efficiency by 25%
- Assisted in preparing financial statements and reconciling accounts for month-end close, reducing closing time by three days
- Managed payroll processing for 100+ employees, ensuring accuracy in tax withholdings and benefit deductions
- Worked with senior accountants to develop reports for executive leadership, contributing to data-driven decision-making

Education

Bachelor of Science (B.S.) Accounting
New York University, New York, NY | 2018

Key Skills

AP and receivable management



Financial reporting and analysis



GAAP compliance and audit preparation



Budgeting and financial forecasting



Bank and credit card reconciliations



General ledger accounting



Tax preparation and filing



Certifications

- Certified Public Accountant (CPA) – AICPA | 2018