

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 2020 - 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	<div></div>	Bank and credit card reconciliations	<div></div>
Financial reporting and analysis	<div></div>	General ledger accounting	<div></div>
GAAP compliance and audit preparation	<div></div>	Tax preparation and filing	<div></div>

Budgeting and  
financial  
forecasting



## Certifications

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**Certified Public Accountant (CPA)**  
AICPA | 2018