

Sarah Johnson

Junior Accountant



Los Angeles, CA
sarah.johnson@email.com
(123) 456-7890

Junior accountant with experience in financial analysis and reconciliations

Junior accountant with three years of experience supporting financial operations for corporate and small business clients. Skilled in reconciling accounts, analyzing financial statements, and ensuring accurate tax reporting. Adept at collaborating with senior accountants to enhance reporting efficiency and maintain compliance with GAAP standards.

Professional Experience

Junior Accountant

Bright Financial Group, Los Angeles, CA
| May 2022 - Present

- Reconcile bank statements and general ledger accounts, reducing discrepancies by 20%
- Assist in preparing monthly financial reports and tax filings for corporate clients, ensuring accuracy and compliance
- Collaborate with auditors by compiling financial records and supporting documentation for annual reviews

Accounting Intern

Miller & Co. CPAs, Los Angeles, CA
| June 2021 - May 2022

- Supported month-end close processes by entering journal entries and reconciling accounts, improving reporting efficiency
- Processed invoices and payments, ensuring timely vendor transactions and accurate AP records
- Assisted in preparing tax returns, reducing filing errors and improving accuracy for small business clients

Education

Bachelor of Science (B.S.) Accounting

University of Southern California, Los Angeles, CA | May 2021

Key Skills

<div></div>	Bank reconciliations and journal entries
<div></div>	Financial statement preparation
<div></div>	AP and receivable
<div></div>	General ledger accounting
<div></div>	Tax reporting and compliance
<div></div>	Budget tracking and forecasting

Certifications

Certified Public Accountant (CPA) Candidate | June 2021