



Emily Clark

Entry-Level Accountant

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.

PERSONAL INFORMATION

-  (555) 123-4567
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-  LinkedIn | Portfolio
-  Columbus, OH 43215

EDUCATION

- BACHELOR OF SCIENCE (B.S.) ACCOUNTING** | MAY 2023 | OHIO STATE UNIVERSITY, COLUMBUS, OH

KEY SKILLS

- Financial analysis
- Budget development
- Tax compliance
- Account reconciliation
- Financial reporting

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

CERTIFICATIONS

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