

JANE SMITH

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SENIOR-LEVEL ACCOUNTING SUPERVISOR WITH EXTENSIVE INDUSTRY EXPERIENCE

PROFESSIONAL PROFILE

A conscientious and solutions-focused Accounting Professional with comprehensive and progressive industry experience and a proven record of optimizing efficiency and profitability through delivery of value-added systems, programs, and procedures. Documented track record of researching and analyzing complex operational issues and generating creative and viable solutions through acquired knowledge and experience. Team-player demonstrating a high-level of accuracy and thoroughness; Recognized for capacity to work autonomously as well as collaboratively, function in a dynamic and changing environment, and interact effectively with all levels of support staff and management. Ability to manage multiple responsibilities simultaneously, proactively resolve issues, and consistently meet and exceed established goals and objectives. Highly developed interpersonal, analytical, mathematical, problem-solving, and critical-thinking prowess with a solid understanding of accounting theory and concepts. Strong GAAP, reconciliation, and general ledger skills.

CORE COMPETENCIES

- *Financial/Expense Reporting*
- *Staff Leadership & Training*
- *Revenue/Production Reporting*
- *Work Paper Preparation*
- *Forecasting/Variance Analysis*
- *Accounts Payable/Receivable*
- *Cost Accounting/Analysis*
- *Work-in-Process (WIP)*
- *Research & Data Analysis*
- *P & L/Cash Flow Statements*
- *Sensitive Records Management*
- *System Upgrades/Enhancement*
- *Payroll/Benefits Administration*
- *General Ledger (GL) Preparation*
- *Tax Return/W2/1099 Processing*
- *Month/Year-End Close Reporting*
- *Account Analysis/Reconciliation*
- *Quarterly Payroll/Tax Reporting*

EDUCATION

Currently Pursuing a Masters of Business Administration in Accounting; Projected Graduation Date: November 2012
Bachelor of Science in Accounting; Graduated: September 2008
Capella University (Attended Virtually), Minneapolis, Minnesota

TECHNICAL ADDENDUM/SOFTWARE KNOWLEDGE

- ADP Software ▪ Elite Information Systems (ELBS, FMS, ECIS, and ERMS) ▪ Equitrac ▪ GroupWise
- IBM Operating Systems CICS and TSO ▪ IBM System 36 ▪ Lotus 1-2-3 ▪ MAS90 Accounting Software
- Microcall ▪ Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook, and Outlook Express)
- My Eureka (IQ Objects) Report Writer ▪ Quattro Pro ▪ WordPerfect

PROFESSIONAL EXPERIENCE

ABC Company Any Town, USA Apr. 1996 - Present
Accounting Systems Supervisor (Apr. 1996 - Present)

Directed the efforts of a staff of up to four (4) including a Billing Coordinator, AR/AP Coordinator, Conflicts and Records Management Clerk, and Billing File Clerk responsible for day-to-day accounting and finance operations including billing, accounts receivable/payable, trust, payroll, and general ledger preparation for a mid-sized firm of thirty one (31) attorneys representing clients nationally and internationally with a primary service area extending from the Puget Sound area into Montana and from Canada into Oregon.

- Trained new accounting personnel; provided ongoing direction, coaching, and support.
- Prepared revenue and production reports for attorneys, management, and various committees; published financial statements.
- Actively participated in the preparation of annual budgets and related spreadsheets.
- Analyzed accounts receivable and work-in-process; compared actual revenue and expense figures to budgeted projections.
- Monitored the effect of daily operations on overhead per shareholder.
- Performed month-end procedures and verified system integrity.
- Prepared semi-monthly payrolls for up to 100 employees including all associated payroll reports.
- Assisted independent Accountant with year-end closing and income tax preparation.

Selected Accomplishments:

- Coordinated all system upgrades and enhancements; proactively identified, diagnosed, and resolved issues.

Confidential

PROFESSIONAL EXPERIENCE (CONTINUED)

Accounts Receivable, Collections & Trust Account Coordinator (May 1992 - Feb. 1995)

- Assisted with accounts payable and billing.
- Recorded and balanced cash receipts, reconciled bank statements, and documented activity for multiple trust accounts.
- Processed Personal Action Requests (PAR); maintained staff vacation and sick leave.
- Worked in tandem with the Controller; successfully coordinated all collections efforts.

Selected Accomplishments:

- Drafted and employed a collections policy adopted company-wide.

Additional Experience:

Bookkeeper, ABC Company, Inc., Any Town, USA, Feb. 1995 - Apr. 1996

PROFESSIONAL DEVELOPMENT/INSTRUCTIONAL EXPERIENCE (SEMINARS & WORKSHOPS)

- Dale Carnegie Course, 2008
- Graduate Assistant, Dale Carnegie Workshop, January and November 2009

References Furnished Upon Request