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JOB DESCRIPTION
ACCOUNTING ASSISTANT

EFFECTIVE DATE: 01/07/17 **DEPARTMENT:** Finance

SUMMARY OF FUNCTIONS

The Accountant prepares financial documents such as invoices, bills, accounts receivable, accounts payable, purchase orders, payroll, reports and other financial records for entry into computer software. They also do bank reconciliations and assist in the preparation of budgets/reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and makes necessary adjustments to various records and/or logs such as journals, payroll/ time reports, or property records
- Verifies amounts and codes on various forms for accuracy
- Sort's documents and posts debits/credits to proper account. Balances entries and makes necessary corrections
- Verifies statement items and totals with department records
- Reconciles simple bank statements or department records
- Makes and checks necessary calculations
- Answers inquiries regarding work being performed
- Prepares forms or encodes materials for data input
- Prepares or checks invoices, requisitions and other documents for processing; encodes and obtains approval when necessary
- Compiles routine numerical information for report purposes by hand or by running routine recurring reports on internal computer records
- Perform clerical duties such as sorting mail, filing and typing, operates variety of general office equipment

ORGANIZATIONAL RELATIONSHIPS

Accounting, Insurance, Financial, Human Resource departments all play a key part.

Robert Smith

Construction Accountant/Assistant Controller

Phone (123) 456 78 99
Email: info@quickresume.com
Website : www.quickresume.com
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Address: 1737 Marshville Road, Alabama

SUMMARY

Accomplished and well-rounded executive with extensive experience, initiative, passion, and desire to succeed. Looking to obtain a challenging position, which utilizes my education and experience to improve company efficiencies and profitability, with opportunities for advancement.

SKILLS

Excel, Accounting

WORK EXPERIENCE

Construction Accountant/Assistant Controller

ABC Corporation - 2015 - Present

- Developed management reporting systems and accounting methods to improve existing procedures and communication of departmental data.
- Analyzed key financial data and KPIs within the company, ensuring management received timely, accurate, and relevant data to enhance profitability.
- Prepare capital expenditure budgets and assist in the preparation of operating budgets.
- Reviewed performance reports against forecast reports and prepares variance statements.
- Produced accurate and timely monthly, quarterly, and year-end financials in accordance with GAAP standards.
- Ensured all statutory requirements were met including withholding payments, income tax, goods and services tax, and employers health tax.
- Managed the acquisition of capital assets and ensured proper recording and amortization.

Staff Accountant

ABC Corporation - February 2014 - 2015

- Managed month-end closing processes; including preparation and input of journal entries, balance sheet reconciliations, bank reconciliations, revenue summaries, cost accounting statements, and fixed asset reporting.
- Assist in the preparation of annual budgets and depreciation schedules.
- Served a key role in the implementation of internal controls, accounting systems, and policies.
- Developed and maintained relationships with various departments to further understand their needs and enhanced profitability.
- Calculated sales and use tax against custom/service jobs in accordance with tax guidelines.
- Processed and reconciled budget and expense statements with departmental accounts.
- Supervised daily operations of accounts payable, accounts receivable and payroll.

EDUCATION

Bachelors Of Science in Accounting - (American Military University - Charles Town, WV/High School Diploma in Marketing - (Cave Spring High School - Roanoke, VA)

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Olivia Miller, Accounting Assistant

1515 Pacific Ave, Los Angeles, CA 90291, United States, (541) 754-3090,
email@email.com

Place of birth	San Antonio	Driving license	Full
Nationality	American		

LINKS [Twitter](#), [LinkedIn](#)

PROFILE

An experienced accounting assistant with advanced Excel skills and extensive knowledge of tax regulations global accepted accounting practices. Detail orientated and efficient with a proven track record of compiling error-free journals and financial reports. Competent in accounting automation software such as Quickbooks, Acqua, and Sage.

EMPLOYMENT HISTORY

Jan 2019 - Present **Accounting Assistant III, Fischer & Price Auditors** Indian Trail

Developed a cross-check functionality in excel to pick up on any human errors relating to manual data entry, resulting in marginal error rates decreasing from 25% to only 3%.

- Complete complex calculations and reconcile problematic accounts
- Process group accounts and draft group statements by reconciling departmental income statements, balance sheets, management accounts, and cash flow reports
- Oversee and approve payments, wire transfers and intercompany transfers to international subsidiaries
- Compile budgets and forecasts for headquarters reports
- Facilitate and coordinate the filing process for quarterly and annual taxation submissions
- Establish internal controls for the preparation of monthly statements such as cash flow, cash disbursements, and income and expenses
- Compare projected budgeting reports with actual monthly income and expenses statements
- Responsible for all payruns and transfer of salaries, commission, and reimbursements to staff members

Jan 2018 - Dec 2018 **Accounting Assistant II, Mica Hardware Group** Des Moines

Implemented financial controls to successfully scale company growth from \$million to 15 million per year in revenue by syncing all departmental reports in real time, resulting in a 100% clean audit rating achieved for two consecutive years.

- Reconcile complex intercompany accounts
- Process accounts payable and accounts receivable transactions and reconcile them
- Re-check all account reconciliations before drafting the income statement, balance sheet, and cash flow reports
- Review, code and verify transaction reports and journal entries
- Process accounts payable and accounts receivable transactions
- Calculate credit, debit and cashflow totals for client accounts on Excel
- Deposit cash and prepare documents for international wire transfers and check payments
- Complete administrative duties related to tax returns, 401k benefit statements
- Conduct payroll administration for all employees in terms of pay rates, social security numbers, and bank account information

EDUCATION

Assistant Accountant Resume Cover Letter

Laura Axe
65 Vallon Cir
Jasper, AL 38837
(000) 551-4441
laura @ email . com

January 26, 2016

Mr. Adam Garcia
Director Accounting
ManTech
90 Vintage Lane
Jasper, AL 38837

Dear Mr. Garcia:

With a bachelor's degree in accounting and corresponding work experience in accounts payable processing, I am confident in my ability to make a significant contribution to ManTech's in the role of an Accounting Assistant. I am especially interested in working for ManTech because of its excellent reputation in the financial market.

During my 2 years' experience in a similar capacity at Beta Line, I have had the opportunity to polish my skills in a dominating accounts environment. I possess working knowledge of fundamental financial management practices and accepted accounting principles. My expertise in cost accounting takes me a step further than those of my peers. I possess critical thinking skills that are needed to anticipate issues and information requirements. Furthermore, I am skilled in using all popular accounting software including Oracle Financial Management and DAFIS.

John R. Smith
jrs345@ri.edu

College Address
260 Colony Manor Drive
Rochester, NY 14623

Home Address
123 Wickshire Lane
Buffalo, NY 13452

OBJECTIVE: To obtain a ten-week cooperative work experience in the field of accounting technology that will allow me to use my technical, organizational and communication skills.

EDUCATION: Rochester Institute of Technology
National Technical Institute for the Deaf, Rochester NY
Area of Study: Accounting Technology
Associate's degree anticipated May 2013

TECHNICAL SKILLS: Microsoft Office XP 2007, Word, Excel, PowerPoint, Access, Publisher and Outlook; QuickBooks, selected computerized general ledger applications and various internet sites.

RELEVANT COURSEWORK:
Accounting I, I, III & IV
Cost Accounting I and II
Economics I and II
Fundamentals of Marketing
Payroll Spreadsheet Applications
Applied Accounting Techniques
Data Processing for Business Careers
Fundamentals of Management
Keyboarding
Records Management/Business Calculations

EXPERIENCE:
Office Assistant Summer 2010
Hyatt Legal Services, Buffalo, NY

- Maintained records of accounts receivable
- Processed incoming and outgoing mail
- Verified invoices from clients
- Processed checks for accounts payable and expenses

Accounting Clerk September 2009
Marratt Food Services, Buffalo, NY

- Processed incoming and outgoing mail
- Performed bookkeeping duties including all areas of accounting
- Processed checks to vendors (Accounts Payable)
- Verified invoices from clients

ACTIVITIES/HONORS: NTID/RIT Dean's List-Winter 2010, Spring 2009 and Fall 2009
Rockefeller Scholarship Recipient Spring 2009
Kappa Theta Alpha, Member Spring 2009 to present

EMPLOYMENT CONTACT: Dawn Lucas (585) 475-7654 or dhluc@ri.edu

REFERENCES: Available upon request

ACTIVITIES/HONORS: NTID/RIT Dean's List-Winter 2010, Spring 2009 and Fall 2009
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Basic training carried out for new employees. While some applicants may get away with having only one basic education degree, most individuals in this field have a minimum of an associated 2-year degree. Able to analyze complex situations and find unorthodox solutions for complex problems. Excellent organizational capacity and maintenance of records. Detailed accounting reports provided to administrators and customers. However, employers generally go to someone with more experience, unless you can emphasize your self motivation, your high level of organization and your overall accounting skills. Office Assistant Maintained the reception area, provided office of office and assisted in the development of accounting records. Communication with customers and customers. Entry level curriculum The career of accounting assistant is one that allows good opportunities for entry level candidates. This example of curriculum is for a junior counter or personnel counters that have a year or two of experience in general ledger. Companies such as the mathematical and administration of companies are extremely valuable. Damien Rider 31 Wayne Street Havre de Grace, MD 21078 Focus on these keywords when writing your curriculum goal. You can customize this excellent display letter from the junior counter to meet your own needs. Highly qualified in communications and maintenance of records. Although not a complete accountant, this position requires a good amount of financial and software knowledge. For example, the accounting assistant sample resume provided below takes with a professional summary before moving on to the skills and history of work. Coordinate with other accounting assistants in providing the best possible service. Robert (No. 555-555-5555) 193 Killington Drive | Havre de Grace, MD 21078 [Email] Accounting assistant oriented for details with communication abilities. Go through the job posting carefully and highlight the keywords used to describe the requirements that the right job candidate should meet. The best way to avoid this problem is to make sure that your accounting assistant resume has your professional goals clearly outlined. Education Bachelor of Science in Accounting, 2007 University of Maryland GPA: 3.5 on a 4.0 scale Budget creation Develop budget details and track expenditures, ensuring that all money spent is properly accounted for and that all details are correct. Assisted accounting team in the development of financial reports and recordkeeping. EXPERIENCE Rupert Financial Services (Havre de Grace, MD) Accounting Assistant, 12/2012-Present Provide accounting services and financial management for a tax preparation and budgetary assistance agency. Managed office budgets, ordered supplies, and assisted in employee training. Maintain detailed financial records in both hard copy and electronic format. The accounting assistant resume example provided below demonstrates how you can effectively design an entry-level resume that will compete well with more experienced candidates. Junior accountant resume objective Your resume objective is key to getting your resume noticed and read with serious consideration. Accounting Assistant Offered financial services as part of a small but effective accounting team. Manon St. Marie 93 Kingston Street Havre de Grace, MD 21078 Home: (410) 164-4413 Cell: (410) 120-5230 [email] DETAIL-ORIENTED ACCOUNTING ASSISTANT PROFILE Highly motivated accounting assistant candidate with excellent mathematical skills and intuitive reasoning. ACCOUNTING ASSISTANT In-depth knowledge of financial procedures, excellent accounting skills, and terrific financial management capabilities. Prepared tax information and budgetary analyses. Scan the job posting and identify the most important keywords - these are usually the key Experience, qualifications and knowledge necessary to carry out the work. Administrative rights and receptionists manipulated as necessary. Your accounting assistant curriculum must present a mixture of technical skills and communication skills. Include these keywords in your curriculum to quickly convince the employer you are the right candidate. A well-written curriculum goal quickly convinces the employer of his adaptation for the opportunity to work from Junior accountants. A well-written and informative summary will help you get to the next level in your containment job search. Ability to perform well under pressure and meet the tight time requirements while you are still turning into accurate and effective performance. Sample of fully formatted Junior Counter curriculum that can be easily adapted for your own use. Tax documents prepared for individuals and companies. Highly proficient in communications for laity professionals and individuals. Competence Tax Preparation Main Accounts, - "Attention to detail" Adaptation of new procedures Experience University of Maryland "Annapolis, MD 2009 - present, providing important containment assistance and financial assistance to a large state university. It provided detailed malfunctions of Office activities and reported to the Office administrator. Strong multitasking skills and skills to deal with high pressure situations. It provided excellent verbal and writing communication. These are popular keywords for Junior Contactant Jobs.Financial Data Check Data Verification Principles for Detailorganizational Companies SkillsSoftware Programs Accounting Container - No No deceneirexpe .snoitpriced boj gniutuocca eseht htw ytinutroppoj eht rof emuser tnatnuocca roinuj gnicnivnoc DNA tnaveler a etiw ot redno ni elor tnatnuocca roinuj eht fo gnidnatsrednu etelpmoc a mess emuser a rof seililbisnopser DNA seitud tnatnuocca roinuj .sdrowek emuser thgir eht esu ot play deciton emuser ruoy hand ot yaw eht esu ot sdrowek emusta esla utornuoc thgilgh ot e ti, sliks lacinheot ro lanaissefork fo slaitaperf tih xat thht erusne DNA, putdub this motherrier pleh, sliated gniutuocca gnidummooca rnitnuocca r OIOF RFF SROWEYK EMUSER NOMMOG ESEHT NAC UOCNUFR ERVAH e ti, dmilht thgilgh ot rieht esu DNA slliks eseht evah ila ereh dedivorp snoitceles tamrof emuser tnatissna gniutuocca eerht eht ni setadidnac eht .yeneiciffe devorpni taht serudecorp laicananif wen depoleveD .semit ila ta dedivorp erew secivres gniutuocca tneiciffe taht erusne DNA seitivitca maet etanidrooc ot depleH .tnatnuocca fflats a fo noisivrepus eht rednu ro stnatsissa rehto htw noitcumjnoc ni noitazinagro ro ssnisub a ot secivres laicananif sedivorp ohw laudivdni minutes tnatissna gniutuocca na egap fo pot ot snoitseuQ weivretni ecananifsnoitseuQ weivretni tnatnuocca sweivretni boj tnatnuocca emuseR gniutuocca level yrtnEmuseR elbavieoeR stnuoccaEmuseR elbayaP stnuocca segap eseht eseht yletarucra ot elba gniitroP laicananif dna tnmepoleved teqdub htw tmemegagne seditary dna selpicnirp gniutuocca htw vlpmoc ot stroper dna stnuocca laicananif etarucra fo noitaraperpstuocca rejdol lareneg fo yirgetni eht fo ecnanetniam tneiciffelbayay stnuocca dna elbavieoeR stnuocca fo noitartsinimdaexce ni p fo level gnorts a htw eciffThe MS fo egdelwoon gnikrow dilos .ecneirepxe dna slliks gniwlof eht srefo ecneirepxe gniutuocca lareneg sraey 2 htw tnatnuocca roinuj integneiro-liated dna detavitMtmetats evitcejo sserdda liame ruoYsrehmun enohp ruoYsserdda gniliam ruoYEMAN LFLU RUOY ELPMAXE USER TNATNUOCCA ROINUJ .dezinagro ylevitceffe era sdrocer ila erus ekam dna .noitamrofni etavirp fo ytefas eht erusne .sdrocer laicananif deliated niatniaM .gniipeekdroceR .tnemeganam emit tnellece dedivorp dna sradnelac deniatniaM .semit ila ta lanaisseforp dna evitsoP .reganam gniutuocca na ot gniitroper .sretlam lae nanif rehto dna .sedoc xat .stegduh htw ecnatissna edivorP.ecnatissna laicananif ESITREPXE .tsinoitpecer remotusc dna tnatissna eciffo yramirp sa devrseD .decuder yltaerg eb lliv etadidnac a hcus rof emit giniarti eht taht raelic sAAAAti fi yllaicepse .sreyolpme laitylpme emeritop ot elbaulav txe emoceb ecneirepxe fo sraey emos deriquca dna owt ro noitsoip a denrae evah ohw stnatsissa gniutuocca emuseR lanaisseforP leveL-dim sseeca tfosorcim lecxE tfosorcim swodniW tfosorcim gniskatitlum gniipeekdroceR liated ot noitnetta wal xaT noitazinagro gniutuocca laicananif slliks eciffo SLLIKS YEK waL xaT scitamehtaM gniipeekdroceR tnemeganam laicananif gniutuocca sesrucT tnavelerR 4102 .gniutuocca ni ecneicS delippa fo etaicosa DM .silopanna .EGELLOC YTINUMMOCC DNALYRAM NOITACUDE .boj gniyap-rehgh .rehtona ot nur ot gnat p era yeht kniht t t A interpret and analyze financial data excellent organizational skills with demonstrated ability to effectively prioritize to meet rigorous deadlines Proven ability to quickly learn and use new technologies and tools Professional ExperienceAccountant JA^niorVerizon Products, Selma, in September 2019^ until the time help in the preparation, analysis and verification of records, financial statements and reports to ensure precision and compliance with the standards of reports and procedures to maintain the operations of the general reasonsupport the audit of the process of closing the hand, process and pay supplier invoices accurately and timelySuppliers reconcile invoices for purchase orders and invoice customers to resolve AP and AR issues with customers and collect, categorize, calculate, verify and enter data to maintain accurate records assisting in the development of the budget and in the financial forecastmonitor and analyze variations of auxiliary budgetin tax files register and process reports of employee expenses and reconcile statements of credit cardcoordinate@audits according to internal and external procedures assist in special projects related to improvements in Education processesIndiana Wesleyan University, Marion, INAssociates Degree in Accounting^2019 Technical SkillsMS OfficeOracleNetSuiteQuickbookswork knowledge of local, state and federal laws on accounting, financial and taxation Junior ReferencesAvailable on request Always include a letter of reference from the well-written and persuasive accountant with his resume. continue.

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