

Resume Example:

JOHN DOE

PROFESSIONAL EXPERIENCE

The Clothing Warehouse, Newport Beach, CA

August 2011 – Present

\$250 million clothing distributor

Senior Accountant

- Prepare month-end and year-end closing journal entries
- Compile monthly GAAP and non-GAAP financial statements
- Intercompany reconciliations of over 10 different entities
- Assist the Accounting Manager with the conversion of proprietary ERP system to Great Plains
- Assist Controller in preparing financial statements
- Perform ad-hoc variance analysis as requested by the Controller
- Perform AR/AP, collections, and inventory valuation
- Cash Flow Reports & Analysis
- Reduced month-end close time from 10 to -2 business days
- Variance analysis of Actual to Budget and Forecast
- Manage sales tax audits as required

Enterprise Rent-A-Car, Huntington Beach, CA

April 2005 – August 2011

\$16 billion car rental agency

Senior Accountant

October 2007 – August 2011

- Month end activities, including accrual and reversal entries, analysis, and amortization of prepaid accounts
- Prepare journal entries for accruals and other adjusting entries
- Responsible for supply inventory physical count and valuation
- Ad Hoc reports and projects
- Responsible for all bank reconciliations for multiple bank accounts
- Assist with payroll reconciliations
- Prepare schedules and produce required documentation for CPA firm's annual audit
- Preparation of budget and reforecast (\$10M/4 divisions) and presentation to upper management
- Created new procedures to reduce month-end closing process by 30%
- Performed month-end and quarter-end closing activities, account reconciliations and accruals
- Multi-Company Domestic and International Consolidation

- Manage Staff Accountants and Interns - Recruit, hire, train, and manage workloads and schedules.

Staff Accountant

April 2005 – October 2007

- Assist with annual financial audit
- Reconcile monthly inter-company balances
- Prepare and file monthly sales and use tax returns for 10 states
- Entered invoices into and prepared reports in Oracle Payables
- Post journal entry, reconcile and maintain asset and liability accounts for month-end closing

EDUCATION

San Diego State University

Bachelor of Science in Accounting

SOFTWARE

Oracle, SAP, Great Plains, Excel (pivot tables, v lookups, macros)