

Full Name

825 Forest View Avenue, Sioux City, IA 63534
(020) 999-9999, Email

OBJECTIVE

Seeking a position as an accountant with Core Technologies utilizing knowledge of general accounting procedures in order to assist the office with its periodic accounting processes.

EDUCATION

Sioux Accounts College – Sioux City, IA

Associate of Science in Accounting – 2013

GPA: 3.5

MAJOR STRENGTHS

- Good knowledge of coordinating, monitoring and participating in monthly accounting procedures
- Strong know-how of organizing the preparation of periodic financial reports
- In depth knowledge of preparing reconciliation of outstanding payments
- Well versed in issuing purchase orders and managing verification procedures

TECHNICAL SKILLS

- Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook)
 - In depth knowledge of automated accounting systems including ERP
 - Excellent mathematical skills
 - Capable of analyzing trends and variances
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INTERNSHIP EXPERIENCE

Parker and Lynch – Sioux City, IA

Accounting Intern | Summer 2012

- Assisted in day by day accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation
 - Performed general office duties: filing, scanning, mail processing and data entry
 - Provided support for the annual audit
 - Assisted Accounting Manager with different projects
 - Reconciled bank statements and ledger accounts
 - Assisted with daily cash balancing
 - Updated management reports
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ADDITIONAL CAPABILITIES

- Excellent communication and organizational skills
- Able to work in a high volume environment
- Physically dexterous
- Strong interpersonal and multitasking skills
- Knowledge of liabilities and payment obligations