

Accountant

(555) 010-0000 · you@example.com · City, ST · linkedin.com/in/your-name

SUMMARY

Detail-driven staff accountant with six years owning month-end close, GAAP-compliant reporting, and high-volume reconciliations in NetSuite, known for shrinking close timelines and clearing audits without adjustments.

EXPERIENCE

Senior Staff Accountant, Hillcrest Consumer Brands

2021 – Present

City, ST

- Owned a five-day month-end close, posting 120-plus journal entries and reconciling 45 balance-sheet accounts each cycle.
- Cut close timeline from eight days to five by standardizing entries and automating recurring accruals in NetSuite.
- Prepared GAAP-compliant financial statements and variance analyses reviewed by the controller each month.
- Reconciled bank, credit-card, and intercompany accounts totaling \$30M in monthly activity to zero unexplained variance.
- Supported the annual external audit, delivering all PBC schedules on time and clearing it with no adjustments.
- Maintained the fixed-asset subledger of 1,400 assets, calculating depreciation and reconciling to the general ledger.
- Documented close procedures into a 40-step checklist that let a colleague cover the close during a leave.
- Identified a recurring sales-tax misclassification, correcting it and recovering \$18,000 in overpayments.

Staff Accountant, Maple Ridge Property Management

2018 – 2021

City, ST

- Processed accounts payable and receivable across 30 property entities, posting roughly 400 transactions monthly.
- Prepared monthly journal entries and accruals, supporting a timely close for a 30-entity portfolio.
- Reconciled 25 operating and reserve bank accounts each month with full supporting documentation.
- Assisted with quarterly financial reporting packages distributed to property owners and lenders.
- Built an Excel model that flagged budget-to-actual variances over 10% for management review.
- Trained a new bookkeeper on the chart of accounts and entry standards over a two-week handoff.

EDUCATION

Bachelor of Science in Accounting

2014 – 2018

State University — City, ST

CERTIFICATIONS & LICENSES

CPA (Certified Public Accountant)

SKILLS

Month-end close · GAAP · Account reconciliation · Journal entries and accruals · NetSuite ERP · Financial statement preparation · Variance analysis · Fixed-asset accounting · Audit support · Accounts payable and receivable · Microsoft Excel · Internal controls