

JOHN SMITH

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STAFF ACCOUNTANT

Financial Reporting | Financial Strategies & Delivery | Accounting Systems

Accomplished Accounting professional with over 10 years of experience and proven track record of administering accounting activities, preparing financial reports and accounting data, and reducing expenses. Expertise includes accounts payable and receivable, month and year-end closing, financial auditing, and budgeting. Skilled in conducting financial and data analysis, project management, and identifying and implementing continuous improvements. Collaborate with all members to achieve and surpass objectives. Trilingual in English, Chinese, and German languages.

Core Competencies

*Financial Planning & Analysis • Accounting Operations • Accounts Payable & Receivable • Budgeting & Forecasting
Financial Statements & Reports • Internal Controls • Financial Auditing • Compliance • Account Reconciliations
General Ledger • Strategic Planning & Execution • Change Management • Relationship Building • Customer Service
Teamwork & Leadership • Training & Coaching • Innovative Solutions & Improvements • Communication*

PROFESSIONAL EXPERIENCE & SELECTED ACHIEVEMENTS

ABC LTD., New York, NY

2018 – Present

Leading global children's entertainment company with diversified portfolio of toys, games, and products.

Senior Accounts Payable Administrator, 2019 – Present | **Accounts Payable Administrator**, 2018 – 2019

Manage invoice processing and ensure accurate General Ledger and cost centers are utilized; generate and distribute cheques, process wire transfers, and EFT and ACH payments; create and govern BOA and HSBC users. Reconcile vendor statements and prepare weekly and monthly reconciliation report; provide support to vendor inquiries.

- **Served as key contributor with company-wide system upgrading (SAP).**
- **Attained cost savings;** identified multiple fraud payments.
- **Developed new team members** through coaching and mentoring; delivered training sessions on accounting system.

ABC GROUP, New York, NY

2017 – 2018

One of the largest physician practice groups in the MetroWest and Valley Region.

Staff Accountant

Recorded financial activities; prepared general journal entries and accrual entries to general ledger. Reconciled asset and liability accounts; identified and resolved account discrepancies. Collaborated with team members and prepared financial statements; produced monthly reports; mentored Accounts Payable Coordinator.

- **Enhanced efficiencies and overall asset tracking capabilities;** implemented new process and improved communications with Warehouse department.
- **Decreased processing time for audit completions;** prepared audit documents and assisted external auditors.
- **Provided essential support with preparation of monthly and annual operating budgets.**

ABC PHARMACEUTICALS, New York, NY

2017 – 2017

World's leading RNAi therapeutics company.

Accounts Payable Specialist

Administered daily processing of invoices for payment involving matching, coding, and entry into SAP. Prepared documentation for financial information preservation, files, and records; liaised with all parties to ensure consistency.

- **Generated savings;** audited, identified, and resolved processing problems with invoices and purchase orders.
- **Improved process efficiency** by coordinating with Purchasing and Receiving to resolve discrepancies; streamlined business operations through implementation of procedures.