

JOE CLIENT

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SENIOR ACCOUNTING MANAGER DEDICATED ▪ DISCERNING ▪ KNOWLEDGEABLE

“Nothing is a waste of time if you use the experience wisely.” – Auguste Rodin

Ethical, insightful Certified Public Accountant consistently exceeding expectations throughout a 15-year accounting career. Smart, flexible, adept at building rapport and collaborating with clients and colleagues. Specializing in corporate tax, audit preparation, and accounts payable. Prioritizing confidentiality and professional growth.

- Realized \$4500 average annual savings by reducing late fees. Restructured payment procedures and verification process, cutting past due charges 15%.
- Selected by CFO to assist with launch of new online event in 2013; planned and implemented workflow and payment processes.
- Cut travel and expense report processing time 50%; revised and automated process eliminating redundancies and cutting turnaround time from 5 to 3 days.

CORE STRENGTHS & CAPABILITIES

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|----------------------------------|----------------------------|------------------------------|
| ▪ Accounts Payable Management | ▪ Payroll Processing | ▪ Prepaid Accounts Oversight |
| ▪ Journal Entries-Prep & Posting | ▪ Vendor Management | ▪ Audit Preparation |
| ▪ Bank Reconciliations | ▪ Relationship Building | ▪ Database Management |
| ▪ Account Analysis | ▪ 1099 Processing | ▪ Budget Assistance |
| ▪ Cash Flow Forecasting | ▪ Travel & Expense Reports | ▪ Petty Cash Management |

ACCOUNTING EXPERIENCE

ABC, Incorporated, Any Town, ST

2009—Present

Senior Accounting Manager

Company: International media company headquartered in New York which produces live events, online education, and print publications for the medical community. Direct reports: Accounts Payable Manager, Accounts Receivable Manager, Payroll Manager. Sales: \$600M annually.

Chosen by CFO to oversee the accounting department when Accounts Payable and Accounts Receivable functions were combined after company reorganization and department staff was cut from 10 to 6. Promoted forward momentum in a stressful situation: streamlined and automated accounting processes, increasing productivity and cutting expenses.

Manage vendor relationships, negotiating price reductions and more favorable payment terms. Manage end-of-month closing; bank reconciliations; and monthly journal entries. Provide in-depth account analysis and documentation. Involved with budget planning and development.