

Resumagic.com Sample Resume: Senior Accountant / Portfolio Analyst

JOHN DOE

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Qualifications Overview

Accountant / Financial Analyst with more than 10 years of increasingly responsible experience in general accounting, financial planning and reporting, fixed asset management, payroll and income tax preparation, database administration and information systems management.

Professional Experience

Senior Accountant, Name of Company, City, ST

07/01 – Present

- Review detailed analyses of fixed asset general ledger accounts, and forecast depreciation expenditure on a monthly, quarterly and annual basis
- Coordinate the end of month closing process to ensure all corporate deadlines are met and information is presented in accordance with GAAP
- Prepare monthly financial reports, reconcile complex fixed asset accounts, generate ad-hoc reports, and provide reports to management regarding significant expenditure fluctuation
- Assist income tax division to prepare corporate income tax and property tax
- Implement financial systems (e.g., Oracle), develop functional specifications for approved enhancements, document changes and updates to the system, and resolve technical problems
- Provide support for accountants and external departments in general accounting and related functional areas for the Oracle 11i Fixed Assets Accounting module; identify and resolve unusual variances caused by complex Oracle financial systems
- Work with project teams and internal departments to develop and deliver training for the Oracle 11i fixed assets accounting modules to Accounting, Network, Supply Chain, Information Technology and other Operations groups
- Coordinate quarterly process owner certifications, update internal control documentation as needed, and monitor cycle-level controls and process level risks to ensure material processes and controls are incorporated into the compliance process in a timely manner as required by Section 404 of the Sarbanes Oxley Act (SOX)
- Developed an Access database report that helps senior accountants analyze net profits and depreciation and cut their monthly closing time in half
- Received a company performance award for creating an Access database special query system enabling each accountant to perform what-if analysis in order to respond rapidly to changes in particular markets so that profit projections could be met

Portfolio Analyst, Name of Company, City, ST

04/00 – 05/01

- Maintained general ledger and prepared quarterly and / or annual schedule B's, payment schedules, financing schedules, income statements, balance sheets, and mortgage banking financial reports
- Evaluated portfolio performance, reported financial data to external surveys, and prepared various financial reports for investors
- Reconciled mortgage balance on both CTI and People Soft G/L systems and generated queries from Oracle Data Warehouse by using Oracle Discovery and People Soft
- Prepared annual statutory footnote packages

Store Database Administrator, Name of Company, City, ST

01/99 – 05/00

- Maintained customer database and generated daily reports for store managers

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Accountant, Name of Company, City, ST

11/98 – 04/00

- Supervised three accounts payable clerks
- Prepared quarterly and annual Schedule B's, financial statements, payment schedules and financing schedules
- Analyzed quarterly and annual financial statements using trend, variance and what-if scenarios and generated specialized ad-hoc reports for management reporting
- Maintained fixed asset system, helped consolidate capital and fixed assets, and reviewed monthly, quarterly and annual fixed asset schedules for submission to planning and reporting
- Performed database management and support for financial applications (SQL) and oversaw financial statement reporting and analysis; implemented a general ledger system using CTI and Oracle
- Completed special projects involving project management reporting and synthetic lease accounting as needed

Staff Accountant, Name of Company, City, ST

02/97 – 11/98

- Performed corporate general accounting duties to support 110 stores which included financial statement reporting and analysis, posting to accounting systems (A/R), recording fixed assets, filing sales tax reports, reconciling bank statements, overseeing disbursements, maintaining G/L accounts, and preparing payroll
- Assisted in budget process and prepared monthly, quarterly and annual depreciation expense schedules

Accounting Clerk, Name of Company, City, ST

09/93 – 11/96

- Performed general inventory accounting responsibilities including inventory cost analysis, pricing, inventory to mark-up, processing accounts payable invoices, and providing inventory control

Education

Graduate Diploma – Accounting and Information Systems – 1995

Name of University, City, ST

Bachelor of Arts - Business and Management Science – 1993

Name of University, City, ST

Computer Skills: Windows, Microsoft Office, LotusNotes Mail, People Soft Financial System, Oracle Financial Systems, Oracle Database, Oracle Discovery, GoSystem Tax RS, and ProSystem FX

Certifications / Training:

Enrollment Agent (EA)
Oracle Certified Associate (OCA)
Accredited Tax Advisor (ATA)
Accredited Tax Preparer (ATP)