

Senior Accountant Sample Resume

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Catherine Thomas
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EMPLOYMENT HISTORY

July 2004 to AEUS CONSULTING, INC., BILLINGS, MT

- Present (A \$20 million publicly held company that develops, manufactures, and markets proprietary x-ray systems)
- Senior Financial Analyst/Accountant (July 2005 to Present)
 - Assist controller in preparation of financial statements and all SEC reporting.
 - Assist in the consolidation of three European subsidiaries
 - Review work of staff accountant and approve journal transactions for data entry.
 - Assist with the corporate budget in preparation and maintenance of budgets and projections using Excel
 - Prepare monthly budget to actual reports and distribute to managers
 - Manage accounting duties of a venture capital funded start-up organization, Beta Technologies, Inc. (sister company to Ross Peco, Inc.), including financial reporting and coordinating annual audit with external auditors
 - Implemented the ASK MANMAN computer information system

Senior Accountant (July 2004 to July 2005)

- Assisted with the monthly closings and financial reporting
- Worked directly with controller in preparation for Primary and Secondary Public Stock Offerings
- Implemented Solomon III General Ledger Accounting Package, including the installation and setup of all modules required by accounting, the development of procedures to be used by this new system, the training of staff on the system, and the formatting of several financial reports
- Installed and maintained a seven-user Novel Network

March 2002 Egreatventures Properties, Inc., Cherry Creek, OR

To July 2004 (A venture capital funded software development firm)

Staff Accountant
Administered single-user Solomon III Accounting System
Assisted in general ledger close including foreign currency translation of foreign subsidiaries
Monitored cash and accounts receivable
Trained new employees to administer the accounts payable and order entry functions

EDUCATION

Bronte College, New Castle, ME

Master of Science in Accountancy, expected completion August 2007

Carroll College, Helena, MT

Bachelor of Arts in Business Management, December 2001

COMPUTER SKILLS

Excel, Solomon General Ledger, Novell Network