
Accountant Trainee Resume

Job Objective

Accountant Trainee seeking position with well-established company in which to enhance my career and bring value to company.

Highlights of Qualifications:

- Proficient with basic accounting functions
 - Familiarity with principles, procedures and practices of accounting
 - Wide knowledge of laws, regulations and other principles that guide financial management
 - Excellent written and oral communication skills
 - Proficient with Microsoft Word and Microsoft Excel software
 - Exceptional ability to deal with pressure and stress
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Professional Experience:

Accountant Trainee
State Compensation Insurance Fund, Davenport, IA
January 2009 – Present

- Prepared annual accounts and annual budgets.
- Prepared monthly management accounts and prepayment schedules.
- Drafted fee income progress reports.
- Assisted in processing payroll and maintained accounting system.
- Provided management information to bankers.
- Participated in monthly team meetings.

Accountant Trainee
Franchise Tax Board, Davenport, IA
March 2004 – December 2008

- Entered financial transactions into accounting system.
 - Maintained ledgers and accounting records.
 - Prepared expenses reports.
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Education:

Associate Degree in Accounts
James Sprunt Community College, Kenansville, NC

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