
Accounting Analyst Resume

Job Objective

To obtain an Accounting Analyst position that will allow me to utilize my skills and has potential for growth.

Highlights of Qualifications:

- Remarkable experience in General Ledger and Accounts Payable within an accounting environment
 - Good understanding of GAAP and internal control requirements
 - Proficient with JDE, AS400, financial systems and MS Office
 - In-depth knowledge of account reconciliation processes
 - Sound knowledge of balance sheet account analyses, general ledger balances to sub ledgers and other detail records
 - Ability to define problems, collect data, establish facts, and draw valid conclusions
 - Strong analytical, prioritization, organizational and time management skills
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Professional Experience:

Accounting Analyst
Time Warner, Worthington, OH
August 2005 – Present

Responsibilities:

- Evaluated diverse and complex account information.
 - Executed economic research and suggested financial actions.
 - Summarized current financial status and managed accounting controls.
 - Maintained financial security and handled accounting procedure questions.
 - Formulated financial reports and suggested actions by analyzing data.
 - Aided monthly and quarterly close process.
 - Outlined Monthly, Quarterly and Annual Reporting.
 - Designed invoices and aided monthly reconciliations.
 - Monitored GL Maintenance and audit requests.
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Education:

Bachelor's Degree in Accounts
Mineral Area College, Park Hills, MO
Master's Degree in Finance
Western Carolina University, Cullowhee, NC

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