

---

## Accounting Associate Resume

---

### Job Objective

Seeking an Accounting Associate position that offers an immediate challenge, career opportunity, and advancement.

---

### Summary Skills:

Remarkable experience in accounting and bookkeeping  
In-depth knowledge of accounting and cost controlling standards  
Broad knowledge of Accounting Principles and policies  
Familiarity with federal and state financial regulations  
Proven ability to apply accounting principles and practices  
Remarkable ability to analyze data & draw conclusions with strong written and verbal communication skills  
Proficient in Microsoft Excel JD Edwards, and Enterprise Resource Planning (ERP) systems  
Profound ability to efficiently handle competing priorities and tasks

---

### Work Experience:

Accounting Associate, August 2005 to till date  
Westinghouse Electric Company, Austin, MN

- Monitored daily bank account, data retention and analysis.
- Liaised between Student Accounts and Accounting departments for student related functions.
- Processed student stipends, refunds and manual checks.
- Facilitated backup support for Accounts Payable, Employee Reimbursement, and Daily Cash Review; and monitored leave balances.
- Assisted with credit hour adjustments for revenue and in month end closings, audits and special projects.

Accounting Associate, May 2000 to July 2005  
Safeway Inc, Austin, MN

- Prepared basic journal entries within Company closing schedule.
  - Performed basic account reconciliations.
  - Processed purchase orders and invoices.
  - Compiled numerical information and generated detailed accounting reports.
  - Maintained historical accounting information records.
  - Ensured to adhere to internal control policies and procedures; and performed all other related duties as assigned.
- 

### Education:

Associate Degree in Accounting, Ohio Dominican University, Ohio, OH

---

[Build your Resume Now](#)