

---

# ACCOUNTING SPECIALIST RESUME

---

## Summary:

---

A dedicated specialist in accounting with extensive work experience in all facets of the accounting system; has performed related jobs and gained experience in real operational procedures; has gained the best industry principles and practices on budgeting and dynamics on cost considerations; keen on detail especially on aspects that affect productivity, profitability and seamless recording; an expert in handling tasks and entries based on the latest ERP Systems.

---

## Professional Experience:

---

Sr. Accounting Specialist, December 2008 – Present  
American Express, Bloomington, IL

---

## Responsibilities:

---

- Examined journal entries for accuracy.
- Streamlined discrepancies on entries.
- Monitored cost center allocations.
- Evaluated cost against monthly budget.
- Prepared depreciation schedules on fixed assets.
- Examined process efficiency based on actual workloads of staffs.

Jr. Accounting Specialist, October 2006– November 2008  
Princeton Expertise, Bloomington, IL

---

## Responsibilities:

---

- Coordinated with all accounting department units on various concerns.
- Performed bank reconciliations.
- Monitored accounts payables and receivables.
- Scheduled payables based on vendor contracts and internal budget.
- Created journal entries.
- Prepared check payments against invoices and deliveries.

Cost Analyst, October 2004 – September 2006  
Hall Wayne Consultancy, Bloomington, IL

---

## Responsibilities:

---

- Examined journal entries for accuracy.
- Streamlined discrepancies on entries.
- Monitored cost center allocations.
- Evaluated cost against monthly budget.
- Prepared depreciation schedules on fixed assets.
- Examined process efficiency based on actual workloads of staffs.

Jr. Accounting Specialist, October 2006– November 2008  
Princeton Expertise, Bloomington, IL

---

## Education:

---

2000 – 2004 Bachelor of Science in Accountancy  
Northwestern University, IL

---

## Skills:

---

- Proficiency and expertise in MS Office: Word, Excel, PowerPoint
- Proficient in ERP Systems
- Very effective English verbal communication and written skills
- Professional driving skills

---

## Awards and Honors:

---

Dean's Lister, Northwestern University, IL, Batch 2004

Governor, Supreme Student Government, Northwestern University, IL, 2003  
Vice President, Association of Accountants, IL, 2005

[Build your Resume Now](#)