
Assistant Accounting Manager Resume

Job Objective

To obtain Assistant Accounting Manager position in which I can increase my skills and become a valued member of the team.

Highlights of Qualifications:

- Huge experience in managing public account for industries and ensuring achievement of all goals
 - Operational knowledge of Sarbanes-Oxley rules and regulations
 - Sound knowledge of computer systems and related applications
 - Immense ability to coordinate with various corporate levels
 - Exceptional ability to manage multiple financial reporting systems
 - Skilled to understand US GAAP applications
 - Good accounting and cash management skills
 - Proficient in managing work independently
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Professional Experience:

Assistant Accounting Manager

Rackspace, Derby, CT

October 2008 – Present

- Assisted accounting manager and prepared financial statements for company such as cash flow reports and profit and loss statements.
- Coordinated with manager and prepared monthly journal entries and documented business transactions.
- Prepared audit analysis and assisted company auditors in all queries.
- Worked with Account Manager and provided analytical support for various budget processes and prepared monthly financial statements.
- Provided support to managers and analyzed annual budget requirements.
- Evaluated financial entries and documents and corrected all errors if required.
- Prepared all government information reports in coordination with account manager.
- Maintained knowledge on all trends and practices.

Accounting Supervisor

Entravision Corporation, Derby, CT

August 2003 – September 2008

- Supervised everyday activities of department such as maintenance and administrative work.
- Managed and reconciled all balance sheets for organization.
- Coordinated with various departments for accounting activities such as post retirement benefits.
- Assisted manager in monthly closing cycle.
- Ensured compliance to all financial policies and procedures.
- Managed accounting processes and ensured compliance to new and existing processes.

Accounting/SOX Analyst

NDI, Derby, CT

May 1998 – July 2003

- Provided support to all processes and assessed financial statement risk for new and modified process.
 - Coordinated with internal and external consulting firms for various processes.
 - Analyzed financial data and performed all related accounting processes.
 - Participated in month and year end accounting close cycles.
 - Maintained knowledge on all new and existing local and federal regulations for financial reporting.
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Education:

Bachelor's Degree in Accounting

Albright College, Reading, PA

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