
Assistant Controller Resume

Job Objective

Long time Assistant Controller is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

Highlights of Qualifications:

- Remarkable experience in progressive accounting and supervision and practicality in MS Office and auditing
 - Huge knowledge of GAAP standards and computer technology
 - Deep ERP knowledge and good grasp of complex accounting areas
 - Superior project management and team building skills
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Professional Experience:

Assistant Controller
Babich & Associates, Richfield, OH
August 2005 – Present

- Administered accounting, budgeting, financial reporting and compliance activities.
- Evaluated general ledger transactions and outlined financial statements.
- Oversaw journal entries and formulated reports.
- Carried out special studies and managed company expenditures and cash collections.
- Supervised Escrow balances and analyzed batches before payments.
- Assisted Controller and reviewed accounting procedures.

Assistant Controller
Controller's Group, Inc., Richfield, OH
May 2000 – July 2005

- Established additional Disease Management programs and improvised outcome measures.
 - Innovated national marketing program and formulated journal entries.
 - Monitored code invoices and outlined bank reconciliations.
 - Drafted balance sheet reconciliations and handled balance sheet issues.
 - Formulated monthly financials reports.
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Education:

Bachelor's Degree in Accounting
Monterey Peninsula College, Monterey, CA

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