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## Assistant Financial Controller Resume

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### Job Objective

Would like to be considered for an Assistant Financial Controller at your company where I can be of service to those employees who would be on my team.

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### Highlights of Qualifications:

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- Profound knowledge of financial management
  - Proficient with PeopleSoft, ERP systems, databases, Excel spreadsheets, Access databases and financial operating systems
  - Familiarity with GAAP, funding contracts, and internal policy
  - Ability to review and analyze AP and AR transactions
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### Professional Experience:

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Assistant Financial Controller  
Tech Exec Inc., Sacramento, CA  
August 2005 – Present

- Coordinated with Financial Controller and managed the accounting staff.
- Administered the accounting department's regular routines.
- Aided account reconciliation's and handled night audit transactions.
- Formulated financial statements, accruals and journal entries.
- Corresponded with the program and support staff.
- Managed grant management meetings and donor files.
- Handled financial training and capacity building and managed management of accounts.

Assistant Financial Controller  
Marriott International, Sacramento, CA  
May 2000 – July 2005

- Formulated monthly management accounts.
  - Handled cash management and funds requests from field sites.
  - Managed financial training and capacity building.
  - Supervised finance staff and evaluated payroll and statutory returns.
  - Outlined documentation and assisted financial controller.
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### Education:

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Bachelor's Degree in Accounting  
Trinity Washington University, Washington, DC, DC

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