
Associate Accountant Resume

Job Objective

Seeking to obtain an Associate Accountant position with an organization where I can utilize my accounting skills and be an asset to the employer.

Highlights of Qualifications:

- In depth knowledge of securities markets, language and products legal and regulatory requirements
 - Solid understanding of operational functions within both custody and fund accounting
 - Ability to conduct basic accounting research and to identify issues
 - Strong analytical, interpersonal, organizational and attention to detail skills
 - Strong written and verbal communication skills
 - Basic knowledge of Generally Accepted Accounting Principles (GAAP) and internal controls
 - Ability to work under pressure, meet deadlines, & multi-tasking
 - Trustworthy individual with strong ethics and integrity
 - Proficient in Microsoft Office – Excel, PowerPoint, Visio, Microsoft Access, and data manipulation
-

Professional Experience:

Associate Accountant, August 2005 – Present
FPL Group, Picayune, MS

- Reviewed online bank accounts for cash receipts on a daily basis.
- Administered post cash receipts, computing charges and reviewed monthly tenant statements.
- Ensured to enter payable invoices and reviews and mail printed checks with appropriate remittance advices.
- Administered a senior role in the accounts receivable, accounts payable function within the property.
- Assisted with preparation of monthly operating statements; and operating expense and tax settlements.
- Assisted with the annual budget process, revenue and settlement portions and upload data entry to the system.

Associate Accountant, May 2000 – July 2005
CB Richard Ellis, Inc., Picayune, MS

- Reconciled bank statements, credit card transactions, and safe fund balances using automated systems.
 - Prepared journal entries to bank charges, cash transfers, credit card fees and others as assigned.
 - Maintained relationships with back and credit card vendors; and resolved cash and credit card issues with the banks and retail stores.
 - Created analytical schedules supporting various balance sheet and income statement accounts.
 - Maintained knowledge of Generally Accepted Accounting Principles, SEC requirements, and relevant accounting regulations.
 - Ensured that all assigned asset, liability, and inter-company accounts balance before the end of the month.
-

Education:

Bachelor's Degree in Finance, University of Baltimore, Baltimore, MD

[Build your Resume Now](#)