
Audit Accountant Resume

Job Objective

Seeking an Audit Accountant position to contribute my bookkeeping and office management skills to an organization offering opportunity for improvement.

Highlights of Qualifications:

- Immense knowledge of current accounting, auditing, reporting and regulatory practices and standards
 - In depth knowledge of the rules, regulations, code of conduct of the AICPA and generally accepted accounting principles (GAAP)
 - Proficient in MS Word, Excel, PowerPoint and Internet
 - Excellent verbal and written communication skills
 - Strong organization skills and attention to detail
 - Ability to make sound decisions, and accurate judgment in a timely manner
 - Remarkable ability to review and verify accuracy of data
 - Trustworthy individual with strong ethics and integrity
 - Excellent Analytical and problem solving skills
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Professional Experience:

Audit Accountant, August 2005 – Present
Bajaj, Ukiah, CA

- Acted as in-charge accountant on audits.
- Prepared annual financial statements and supporting analysis.
- Prepared partnership, corporate and individual income tax returns.
- Researched and documented solutions to accounting, auditing and tax issues.
- Planned, scheduled and orchestrated all aspects of the audit and review engagements.
- Performed and completed field work to include the preparation of complex work papers along with monitoring the work paper preparation of Staff Accountants.

Audit Accountant, May 2000 – July 2005
Allianz, Ukiah, CA

- Prepared financial statements and performed risk assessments.
 - Ensured follow-up, tracking and resolving open issues following fieldwork.
 - Ensured the completion of engagement within the specified time.
 - Facilitated relationship building with clients and community.
 - Maintained contacts in an effort to contribute to the overall marketing efforts of the firm.
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Education:

Bachelor's Degree in Accounting, Drexel University, Philadelphia, PA

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