
Bilingual Accountant Resume

Job Objective

To obtain a Bilingual Accountant position and to contribute to the success and reputation of the company.

Highlights of Qualifications:

- A great deal of experience in General Ledger account reconciliation
 - Ability to interpret and follow oral and documented procedures
 - Working knowledge of DOT safety regulations
 - Ability to identify and resolve problems in a timely manner
 - Strong ability to prepare financial and auditor statements, schedules and reports
 - Remarkable ability to review and verify accuracy of data
 - Excellent verbal and written communication skills
 - Excellent telephone and people skills
 - Strong Problem solving and strong analytical skills
-

Professional Experience:

Bilingual Accountant, August 2005 – Present
Watson, Shirley, NY

- Analyzed and applied appropriate principles in generating monthly accounting entries for various cash advance products (allowance for loan losses, revenue accruals, and eliminations).
- Analyzed business operations, trends, revenues, and financial commitments to plan future revenues and expenses.
- Assigned to develop and modify accounting systems.
- Provided ad hoc reporting and analytical support to management as needed.
- Notified management about issues related to resource operation and tax policies.
- Assisted with financial and management reporting.

Bilingual Accountant, May 2000 – July 2005
Mackay, Shirley, NY

- Managed weekly check runs including receiving all check requests and expense reports.
 - Verified that they are in compliance with financial policies and procedures.
 - Ensured to compute all invoices and expense reports into accounting software.
 - Determined accounting requirements by administering survey operations and recommended solutions to business and financial problems.
 - Monitored and managed post-award grants to ensure that budgeting and administrative policies & procedures are being followed.
 - Assisted Controller with monthly close including preparation of journal entries and distribution of financial reports.
 - Prepared monthly grant reports and investigated any discrepancies in budget to actual.
 - Managed database and systems for recording and tracking grant proposals, awards and related reports.
-

Education:

Bachelor's Degree in Accounting, Oakland University, Rochester, MI

[Build your Resume Now](#)