
Company Accountant Resume

Job Objective

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

Highlights of Qualifications:

- Certified Public Accountant with experience in Manufacturing, costing and utility accounting
 - Thorough knowledge of generally accepted accounting practices and principles
 - Remarkable ability to review and verify accuracy of data
 - Immense knowledge of applicable laws, codes and regulations
 - Great ability to reconcile accounts, records, reports and journals
 - Excellent Analytical and Problem solving Skills
 - Ability to make sound decisions, and accurate judgment in a timely manner
 - Working knowledge of PC Applications (Excel, Word, and PowerPoint)
 - Trustworthy individual with strong ethics and integrity
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Professional Experience:

Company Accountant, August 2005 – Present
Caterpillar Inc., Shirley, NY

- Maintained fixed asset register, capital expenditure, monthly reconciliation of stock accounts and the weekly & monthly stock reporting adhering to corporate authorization guidelines.
- Notified organization about problems in resource operation, tax policies and budget forecasts.
- Coordinated in management of finished Goods cycle counting process, annual raw material stock and processing of stock transactions.
- Calculated excess and obsolescence reserves ensuring appropriate adherence to corporate guidelines.
- Prepared monthly returns, balance sheet reconciliations and participated in the annual operating plan.
- Participated in standard cost roll up, month end duties and assisted in the annual external audit.

Company Accountant, May 2000 – July 2005
Sulzer Pumps Ltd, Shirley, NY

- Ensured effective outputs in relation to bank reconciliations, intrastate reporting, monthly management packs and foreign exchange and currency calculations.
 - Administered month end, quarter end and year end reporting.
 - Assigned to develop and modify accounting systems.
 - Prepared forms and manuals for accounting personnel, and guided their work activities.
 - Determined accounting requirements by administering survey operations and recommended solutions to business and financial problems.
 - Analyzed bankruptcies and other intricate financial dealings and prepared reports by summing up the findings.
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Education:

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

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