
Corporate Accountant Resume

Job Objective

To secure the position of Corporate Accountant that will allow me to utilize acquired skills and experience.

Highlights of Qualifications:

- A great deal of experience working within the fixed assets and capital project module
 - Strong knowledge of generally accepted accounting principles, general ledger and reporting packages
 - Excellent ability to reconcile accounts, records, reports and journals
 - Proficient with ERP systems, MS excel, PowerPoint, Visio and Microsoft Access
 - In-depth knowledge of query, reporting and data analysis tools
 - Strong analytical and technical skills as well as strong organizational skills
 - Strong work ethic, self motivation and ability to work independently
 - Trustworthy individual with strong ethics and integrity
 - Good interpersonal, communication, analytical, reconciliation and teamwork skills
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Professional Experience:

Corporate Accountant, August 2005 – Present
Search Finance, Inc., Chatsworth, CA

- Prepared financial statements & analysis and responded to management inquiries.
- Generated and recorded monthly closing journal entries for multi-company general ledger.
- Reconciled various asset and liability accounts on a monthly basis.
- Assisted in the budgeting process and handled fixed asset accounting.
- Prepared financial reporting & ratios for management decision making.
- Assisted external auditors with schedule preparation and respond to audit questions.

Corporate Accountant, May 2000 – July 2005
AAMCO Transmissions, Chatsworth, CA

- Prepared, reviewed and posted monthly accounting entries.
 - Reconciled and analyzed balance sheets, prepared schedules and analyzed all fixed asset cost.
 - Prepared monthly financial statements, journal entries and reviewed all monthly and year end accruals.
 - Evaluated realty tax invoices and ensured prompt payment.
 - Ensured to record all wire transfers associated with assigned units.
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Education:

Bachelor's Degree in Accounting, Rider University, Lawrenceville, NJ

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