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## Financial Accountant Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- In-depth Knowledge of the accounting and financial practices
  - Exceptional knowledge of Statutory and GAAP accounting principles including consolidation
  - Proficiency in the use of Microsoft Excel, Word, General Ledger and fixed Assets software's
  - Strong interpersonal, oral and written communication skills
  - Ability to plan, assign, coordinate, organize, and prioritize work
  - Excellent attention to detail and time management skills
  - Trustworthy individual with strong ethics and integrity
  - Excellent ability to review and verify accuracy of data
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### Professional Experience:

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Financial Accountant, August 2005 – Present  
Churchill Financial LLC, Lewisville, TX

- Assigned to prepare, observe and analyze bookkeeping records, financial statements and reports.
- Ensured accuracy and completeness of reports adhering to procedural standards.
- Notified management concerning finances of establishment.
- Assigned to develop and modify accounting systems.
- Assisted with the preparation of support for annual audits by outside auditors and preparation of fund tax returns.

Financial Accountant, May 2000 – July 2005  
Minntech Corp., Lewisville, TX

- Administered financial accounts, cash monitoring and reconciliations.
  - Updated General Ledger and portfolio system accounting.
  - Prepared fund and Limited Partners performance data.
  - Assisted with capital calls and distributions to investors.
  - Responded to queries from investors and prepared quarterly financial reports.
  - Prepared internal & external analysis and assisted in fund raising and preparation of investor presentation.
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### Education:

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Bachelor's Degree in Finance, Ashford University, Clinton, IMA Master's Degree in Finance, Rider University, Lawrenceville, NJ

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