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## French Accountant Resume

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### Job Objective

Seeking a French Accountant position in a leading accounting firm.

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### Highlights of Qualifications:

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- Solid knowledge of generally accepted accounting practices and principles
  - Excellent working knowledge of financial statements, GAAP and SEC Reporting
  - Ability to reconcile accounts, records, reports and journals
  - Ability to organize own work, set priorities and meet critical deadlines
  - Strong organizational, problem solving, and analytical skills
  - Excellent interpersonal, verbal and written communication skills (French & English)
  - Remarkable ability to review and verify accuracy of data
  - Trustworthy individual with strong ethics and integrity
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### Professional Experience:

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French Accountant, August 2005 – Present

View, Tarzana, CA

- Monitored monthly closing journal entries, accruals and prepaid expenses.
- Prepared reports on closing and cost accounting and on the profit and loss account on a monthly basis.
- Accumulated and analyzed financial information.
- Maintained and implemented accounting and its procedures.
- Analyzed budgets and expenditures for local, state, federal, and private funding, contracts, and grants.
- Monitored accounting and system reports for precision and completeness.

French Accountant, May 2000 – July 2005

Nixon, Tarzana, CA

- Analyzed revenue and recommended appropriate budget levels.
  - Instructed accounting strategies and billing invoices to staff, vendors and clients.
  - Managed to resolve any accounting discrepancies.
  - Maintained monetary database and manual filing systems.
  - Supervised the inputs and handled financial data and reports.
  - Liaised with internal and external auditors to sum up audits.
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### Education:

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Associate Degree in Chartered Accounting, Drexel University, Philadelphia, PA

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