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# GENERAL LEDGER ACCOUNTANT RESUME

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## Job Objective:

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To obtain a General Ledger Accountant position where my administrative experience, inspiration and a dedication to excellence will be utilized.

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## Highlights of Qualifications:

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- In Depth knowledge of Generally Accepted Accounting Principles (GAAP) and accounting practices
  - Excellent ability to be flexible and perform Invoicing and Treasury functions
  - Ability to communicate, organize and work well with others
  - Ability to assess and recommend improvements for processes and procedures
  - Detail oriented and capable of multi-tasking
  - Proficient with word processing, databases, and spreadsheets
  - Ability to follow specific instructions and guidelines
  - Remarkable ability to review and verify accuracy of data
  - Trustworthy individual with strong ethics and integrity
  - Strong Analytical, problem solving and organization skills
  - Good telephone and e-mail etiquette
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## Professional Experience:

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General Ledger Accountant, August 2005 – Present  
Sentry Data Systems, Inc, Wheeling, IL

- Reviewed and approved subsidiary Account reconciliations and prepared complex accounting journal entries.
- Ensured to prepare, review and post monthly accounting entries to General ledger.
- Reconciled balance sheet accounts to supporting detail.
- Managed to meet requirements of monthly and annual closing cycles.
- Reviewed Accounts Payable vouchers.

General Ledger Accountant, May 2000 – July 2005  
Day & Zimmermann, Wheeling, IL

- Acted as a liaison between Finance and other departments; prepared reconciliations.
  - Investigated issues and managed solutions and assisted with maintaining the billing databases.
  - Provided support for internal and external audits.
  - Assisted the management with research and analysis of operating results.
  - Endorsed new business enterprises and provided assistance to develop and implement procedures and systems.
  - Assisted in monitoring cost, revenues, financial commitments and obligations incurred to predict future revenue and expense.
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## Education:

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Bachelor's Degree in Finance, University of Baltimore, Baltimore, MD

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