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## Intermediate Accountant Resume

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### Job Objective

Seeking an Intermediate Accountant position in a leading accounting firm.

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### Highlights of Qualifications:

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- Strong Knowledge of accounting systems (investments, insurance products, premium and tax)
  - Proficient in MS Word and Excel (sorting, filtering, pivot tables) and Peoplesoft and Hyperion Software
  - Strong organizational and communication skills
  - Detail oriented and possess ability to think analytically
  - Ability to work both independently and as a member of a team
  - Excellent written, verbal and strong interpersonal skills
  - Ability to work in a fast paced environment and handle multiple tasks simultaneously
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### Professional Experience:

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Intermediate Accountant, August 2005 – Present

Moody's Investors Service, Whiting, IN

- Administered daily cash recording, preparing monthly accruals, account analysis, and variance analysis of various operating expenses.
- Performed day to day activities within the General Accounting Group.
- Ensured to record treasury and inter company related cash transactions.
- Coordinated closely with the Treasury Dept; and prepared month end accruals and record related journal entries.
- Administered month end balance sheet account analysis and prepared related reconciliations.
- Provided monthly analysis of accounts.

Intermediate Accountant, May 2000 – July 2005

Moses Cone Health System, Seattle, Whiting, IN

- Maintained and balanced the general ledger; reconciled various accounts and prepared supporting schedules.
  - Calculated and posted monthly closing and reversing entries.
  - Balanced inter-company accounts; investigated and resolved account discrepancies.
  - Administered sales tax policies in accordance with state law.
  - Prepared and submitted all sales tax reports and provided information and support to operating departments.
  - Provided input for continuous process improvements.
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### Education:

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Bachelor's Degree in Accounting, Florida Atlantic University, Boca Raton, FL

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