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## Operations Accountant Resume

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### Job Objective

To obtain an Operations Accountant position that will promote growth, stability and opportunity for advancement.

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### Highlights of Qualifications:

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- Exceptional knowledge of economic and accounting principles and practices
  - Outstanding knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
  - Remarkable ability to analyze information and using logic to address work-related issues and problems
  - Proficient with Sage Software, Microsoft Access, Microsoft Office and Crystal Reports Writer
  - Ability to prioritize conflicting duties and maintain timeline integrity for projects and tasks
  - Ability to resolve all situations in a professional manner
  - Remarkable ability to produce reports, memos, executive summaries and project plans
  - Excellent communication and interpersonal skills
  - Strong accounting, analytical and problem-solving skills
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### Professional Experience:

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Operations Accountant, August 2005 – Present  
Jackson Wabash, Dallas, GA

- Ensured to update and reconcile the general ledger recording transaction activity.
- Calculated taxes and prepared tax returns in compliance with the payment and tax requirements.
- Prepared necessary reports for all property finance related departments.
- Prepared and reviewed account analysis and investigated and resolved necessary items.
- Ensured all financial accounting clerks were adequately trained and completing the tasks.
- Prepared requested schedules for annual audits and quarterly reviews.

Operations Accountant, May 2000 – July 2005  
Aerotek, Dallas, GA

- Generated and submitted Monthly Inventory reports.
  - Assisted in the analysis of all transactions.
  - Assisted in providing explanations for the monthly operational variances.
  - Provided explanations for the Operational activities.
  - Contacted various cost center managers and functional heads to obtain explanations for spending, revenue and inventory variances.
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### Education:

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Associate Degree in Business Management, University of Phoenix, Jacksonville, FL

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