
Restaurant Accountant Resume

Job Objective

To obtain a Restaurant Accountant position and utilize my experience and skills for the successful completion of each job task.

Highlights of Qualifications:

- Strong accomplished experience in Restaurant accounting
 - Operational knowledge of POS system, tracking costs and preparing payroll
 - In-depth knowledge in the fields of Accounting and Accounts Payable
 - Proficient in QuickBooks, Excel, Word, Outlook, and Access
 - Ability to accurately calculate accounting and payment of invoices due
 - Strong 10 Key calculator skills
 - Proficient in MS Office, Word, and Excel
 - Amazing ability to multi-task and handle challenging priorities
 - Extremely organized with detailed attention
 - Strong written and verbal skills
-

Professional Experience:

Restaurant Accountant, August 2005 – Present
Parker and Lynch, Williford, AR

- Prepared monthly restaurant P&L, and other reports used by operations personnel.
- Followed up with restaurants regarding discrepancies found in weekly reporting.
- Monitored store paid outs and ensure adequate support and approval.
- Created and maintained various audit reports and summaries, including operational drivers, to Operations and RA Supervisor.
- Completed monthly close processes, journal entries and reconciliations relating to revenue, expense, and cash.

Restaurant Accountant, May 2000 – July 2005
Panda Restaurant Group, Williford, AR

- Reviewed and maintained records and supported schedules.
 - Calculated all taxes except income tax and ensured it is filed timely and accurately.
 - Completed external and internal audit packets.
 - Assisted in the development and compliance of accounting procedures, systems, and practices.
 - Proposed and implemented process improvements in areas of responsibility.
-

Education:

Bachelor's Degree in Accounting, Rider University, Lawrenceville, NJ

[Build your Resume Now](#)