**James A. Simmons**

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**Career Summary:**

Highly detail-oriented, certified and expert accounting professional with over 6+ years of experience in the field. Working knowledge of accounting procedures and extensive experience in maintaining general ledgers, documenting financial reports, and advising team on the procedures. Effective team leader with outstanding interpersonal and communication skills.

**Summary of Skills:**

* Familiar with generally accepted accounting principles (GAAP), and various software like QuickBooks, LedgerSMB, GnuCash and Zoho Office Suite
* Extensive knowledge of accounting procedures and federal taxation laws
* Adept at handling clients' inquiries and satisfying them with apt answers
* In-depth information of account payable/receivable, general ledgers, maintaining bookkeeping records, and preparing accurate financial reports
* Outstanding mathematical and problem-solving approach
* Exceptional leadership qualities and strong organizational skills
* Excellent verbal and written communication skills

**Work Experience:**

Senior Accountant

Malani Financial Services, Claremont, MN

October 2015 – Present

* Maintaining and reconciling balance sheet, and assisting account payable/receivable team
* Updating accounting charts and defining bookkeeping procedures using Zoho Office Suite
* Summarizing financial status of clients by collecting data, analyzing balance sheet, P/L account, and other financial statements
* Ensuring year-end processing of financial reports including tax documentation for 500+ clients is completed properly
* Collaborating with auditors for quarterly and annual audits, and preparing financial reports using QuickBooks, Gnucash
* Leading a team of 20+ accounting personnel to perform various accounting duties by following company's policies and procedures

Accountant

Maersk Incorporation Pvt. Ltd., Claremont, MN

March 2012 – September 2015

* Managed all accounting operations based on the generally accepted accounting principles (GAAP) to conduct month-end and year-end closing process
* Took responsibility of journal entries, and ensured all business transactions are accurately recorded
* Posted accounting transactions in the database using QuickBooks, LedgerSMB, and updated bookkeeping records
* Collaborated with other personnel to review account payable/receivable, performed necessary reconciliation, and prepared concise monthly financial reports
* Assisted senior accountants with audits, and documented the control procedures
* Followed established procedures and processes for solving discrepancies in the defined entities, and escalated critical issues to the senior management
* Updated the financial records in the database to ensure complete information is readily available when needed

**Internship:**

Assistant Accountant (part-time Intern)

Tritech Solutions, Claremont, MN

August 2010 – February 2012

* Assisted in the preparation of financial statements or income tax returns for clients in addition to the other assignments related to accounting
* Gained working knowledge of various accounting software and played a vital role in keeping general ledger records
* Compiled documentation for multiple projects such as FAS audit, lease audit and tax packages, as instructed by the supervisor
* Provided required support to the finance department by timely completing routine clerical accounting tasks
* Maintained financial records for 200+ clients by performing analysis on balance sheets and general ledger accounts
* Reconciled bank statements by comparing it to the general ledgers
* Performed various duties like verifying bank statements, posting journal entries, and handling accounting administration

**Education:**

* Bachelor's Degree in Finance – Mckenna College   
  Claremont, MN 55924   
  2010

**Certification:**

* Certified Public Accountant  
  2011

**Reference:**

On request.