# **John Smith**

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**Career Objective**

Versatile team player eager to contribute a strong finance, accounting, & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

**Profile**

* Offer a 10-year background in accounting and finance, with experience ranging from P&L/financial statements, management reports, general ledger, and journal entries to multi-state payroll, accounts payable/receivable, reconciliations, inventory variances allocation, and job costing
* Additional cross-training and experience in diverse areas of business operations including staff training and direction, order management, software training, and operational/technical documentation
* Effectively identify, develop and execute strategies to boost productivity, efficiency and quality
* Dynamic organization, project planning, time management, and multi-tasking abilities
* Actively facilitate and contribute to collaborative team environments and welcome increasing responsibilities as well as opportunities for professional development
* Readily adapt to new professional settings/industries and adeptly acquire and apply new skills and knowledge toward supporting company goals
* PC Literate with technical proficiency in Axapta, MAS90/MAS200, QuickBooks, Microsoft Office Suite (including Excel Spreadsheets), and ADP Payroll (Certified)

**Professional Experience**

Company Name 2005 - present

**Accounts Payable Specialist/Payroll Specialist/Accounting Specialist**

* Apply sharp organization, analytical and multitasking abilities toward managing accounts payable, general ledger transactions, accounts receivable, daily invoicing, cash posting, and multiple account reconciliations.
* Proficiently handle full-cycle accounts payable for over 200 vendors, with accountability ranging from weekly check processing and GL coding to account reconciliation and allocation.
* Process bi-weekly payroll for over 100 employees nationwide.
* Facilitate sales order process from initial receipt, confirmation and updating through timely delivery.
* Demonstrate dynamic leadership skills in training and directing team members.
* Strategically developed innovative order process and procedures that has been adopted by company and remains in use to date.

Company Name 2004 - 2005

**Corporate Store Accountant**

* Efficiently managed payables and receivables including reconciliations, payroll and general ledger functions.
* Posted, reconciled and allocated inventory variances to general ledger for corporate office as well as 7 multi-state cafes.
* Steered reconciliation of bank and credit card accounts.

Company Name 2001 - 2004

**Accounting Manager**

* Compiled and prepared detailed financial statements, management reports and journal entries.
* Developed and produced Excel spreadsheets for P&L, balance sheet, income summary, and trial balance.
* Productively managed multi-state payroll processing.
* Significantly improved accounts payable/receivable operations by developing and implementing proactive workflow procedures.

Company Name 1996 - 2001

**Bookkeeper**

* Prepared complex P&L statements, balance sheets and trial balance, managed full cycle accounts payable/receivable and performed month-end closings.