

ACCOUNTANT

Professional Summary

Emerging accounting professional ready to develop career foundation with expanding operation. Dedicated to keeping records accurate and controls tight to meet all business needs. Systematic and well-organized with strong attention to detail, mathematical acumen and GAAP knowledge.

Skills

- Microsoft Office
- Account Reconciliation Processes
- Financial statements
- Interpersonal, active-listening, and critical thinking skills
- Proficient in Polish language
- Data Entry
- Superior analytical skills
- General ledger proficiency
- Administrative support
- Customer service

Work History

Accountant , 04/2020 to Current

Company Name " City , State

- Prepares necessary adjusting journal entries and period end financial statements.
- Executes core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations.
- Processes journal entries and performs accounting corrections to ensure accurate records.
- Strengthened financial management processes to bring errors to near-zero in reporting, payroll administration and general bookkeeping.
- Prepares governmental reports in compliance with strict standards.

Branch Service Specialist , 11/2017 to 04/2020

Company Name " City , State

- Provided excellent customer care by responding to requests, assisting with product selection and handling ordering functions.
- Managed deposits, withdrawals, transfers and check cashing; verified customer identification, signature and balance information; processes loan payments; and opened/closed accounts.
- Ensured compliance with banking policies and audit procedures; maintained and balanced cash drawers on a daily basis.
- Overlooked ATM balances, refilled cash as needed and ensured the system is in good working order.
- Assessed caller accounts to determine member benefits, identify service needs and resolve issues.

Cashier , 09/2012 to 06/2017

Company Name " City , State

- Reconciled cash drawer at start and end of each shift, accounting for errors and resolving discrepancies.
- Mentored new team members on POS system operation, customer service strategies and sales goals.
- Completed sales in excess of \$10,000 with near-zero error rate using POS system.
- Organized and reported on financial information to document payment histories and assist with sound financial accounting.
- Completed tasks quickly and handled multiple responsibilities at the same time.

Education

Bachelor of Science : Accounting and Finance , 03/2020

Oakland University - City

- Dean's List January 2020

Associate : Accounting , 11/2016

Macomb Community College - City

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