

# NAME

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Cell #: E-mail:

## Professional Summary

Dedicated Accountant who has a track record of dependability and enjoys working with all types of personalities. Motivated Accountant who has demonstrated history of working in the financial services industry while currently studying for the CPA exam. Eager to pursue a position where focus and dedication are highly sought.

## Professional Experience

### Junior Accountant – Family Office, 05/2014 to Current

**Name of Company** – New York , NY

- Assisted with the preparation of monthly financial statements.
- Reconciled month end totals for common trust funds to ensure timely and accurate reporting of financial information.
- Prepared journal entries utilizing Advent Axys and Microsoft Dynamics Great Plains
- Submitted quarterly cash flow reports that showed inflows, outflows and projections to the controller.
- Entered Annual K-1 income on over 100 partnerships for common trust funds.
- Produced monthly performance portfolios for over 200 accounts, reviewed for 100% accuracy.
- Generated and mailed updated statements.
- Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.

### Accounting Bookkeeper, 01/2010 to 05/2014

**Name of Above Company** – New York , NY

- Performed administrative tasks such as record keeping, writing correspondence and gathering materials.
- Compiled general ledger entries on a short schedule with nearly 100% accuracy.
- Processed payments and applied to customer balances.
- Trained two new employees on accounting principles and company procedures.
- Maintained integrity of general ledger, including the chart of accounts.

## Education

**Bachelor of Science:** Accounting , 2017

**BBA:** Finance , 2014

- Member of Finance and Economics Society

## Skills

- Proficient in Advent Axys and Microsoft Dynamics Great Plains
- MS Office Suite