

Hannah Lindqvist

Accounting Associate

Minneapolis, MN • (612) 555-0107 • hannah.lindqvist@email.com
linkedin.com/in/hannahlindqvist

SUMMARY

Accounting associate with general ledger, journal entries and account reconciliation experience at a \$90M senior living company. Builds Excel schedules with pivot tables, brings analytical skills and attention to detail to monthly variance reviews and has met every month-end close deadline since joining.

SKILLS

- Accounting
- General Ledger
- Journal Entries
- Account Reconciliation
- Month-End Close
- Excel
- Pivot Tables
- Microsoft Office
- Analytical Skills
- Attention to Detail

EXPERIENCE

Accounting Associate 06/2025 - Present
North Star Senior Living Minneapolis, MN

Operator of 12 senior living communities.

- Record **80+** journal entries a month for accruals, prepaids and intercompany charges.
- Maintain reconciliations for 25 balance sheet accounts monthly and document every reconciling item over \$500.
- Analyze expense variances for 12 communities and explain swings above 10% to the controller.
- Update fixed asset and depreciation schedules in Excel for the year-end audit.

Accounting Intern 06/2024 - 08/2024
Lakeside CPA Group St. Paul, MN

Summer internship at a small CPA firm.

- Prepared monthly bank reconciliations for 15 small business clients, clearing \$40K in unrecorded items before review.
- Entered 1,200 transactions into client general ledger files in accounting software.
- Compiled 30 workpaper binders in Microsoft Office for review by senior accountants, cutting their review notes by half.
- Drafted 25 payroll tax deposit schedules in Excel and checked them against client bank statements.

EDUCATION

Bachelor of Science 05/2025
University of Minnesota Minneapolis, MN
Accounting

CERTIFICATES

Microsoft Office Specialist: Excel Associate
Microsoft
12/2024

QuickBooks Online Certified ProAdvisor
Intuit
07/2024