

Jane Smith

Senior Staff Accountant

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Summary

Results-driven Senior Staff Accountant with 8+ years of experience in financial reporting, budgeting, and financial analysis. Proven track record of driving process improvements and implementing cost-saving initiatives.

Experience

Senior Staff Accountant

Jan 2018 - Present

ABC Corporation

New York, NY

Prepared and reviewed financial statements, including balance sheets, income statements, and cash flow statements, ensuring accuracy and compliance with GAAP and SOX regulations. Managed a team of 3 staff accountants, providing guidance and oversight on financial reporting and accounting processes. Implemented a financial reporting automation tool, resulting in a 30% reduction in reporting time and a 25% decrease in errors. Developed and maintained financial models, including budgeting and forecasting tools, to support business decisions. Collaborated with external auditors to ensure seamless audits and compliance with regulatory requirements.

Staff Accountant

Jun 2015 - Dec 2017

DEF Accounting Firm

Chicago, IL

Prepared and reviewed client financial statements, including financial reports and tax returns. Conducted financial analysis and provided recommendations to clients on financial planning and budgeting. Assisted in the preparation of audit reports and financial statements for clients, ensuring compliance with GAAP and regulatory requirements. Developed and implemented a new accounting process, resulting in a 20% increase in efficiency and a 15% reduction in costs.

Strengths

Financial Analysis

Proven ability to analyze financial data, identify trends, and provide actionable insights to drive business decisions.

Leadership

Effective leader with experience managing teams and providing guidance and oversight on financial reporting and accounting processes.

Skills

Financial Reporting

Financial Analysis

Budgeting

Financial Modeling

GAAP

SOX

Excel

Financial Software

Languages

English

Native

Education

Bachelor of Science

Aug 2010 - May 2014

University of Illinois Champaign, IL

Accounting

3.5/4.0

Certificates

CPA

Jun 2016

Illinois CPA Society

Certified Public Accountant certification

Awards

Outstanding Staff Accountant

Dec 2019

ABC Corporation

Award for outstanding performance as a staff accountant

References

John Doe, Controller
Supervisor

john.doe@abccorporation.com

| Hobbies

Reading