

# Jane Doe

## Senior Staff Accounting Manager

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## Summary

Results-driven Senior Staff Accounting Manager with 8+ years of experience in financial management, auditing, and accounting. Proven track record of driving process improvements, leading cross-functional teams, and ensuring compliance with GAAP and regulatory requirements.

## Experience

### Senior Staff Accounting Manager

Deloitte · New York, NY · Jan 2018 - Present

Lead a team of 5 staff accountants in managing financial statements, budgets, and forecasts for a \$1B+ revenue company. Implemented a new accounting system, resulting in a 30% reduction in closing time and a 25% increase in team productivity. Collaborated with external auditors to ensure compliance with SOX and GAAP requirements, with zero material weaknesses or deficiencies. Developed and maintained relationships with senior management, providing financial insights and recommendations to drive business growth.

- Managed financial statement preparation, including balance sheets, income statements, and cash flow statements
- Coordinated with external auditors to ensure timely and accurate completion of audits
- Developed and implemented process improvements, resulting in increased efficiency and productivity

### Staff Accounting Manager

Ernst & Young · Los Angeles, CA · Jun 2015 - Dec 2017

Supervised a team of 3 staff accountants in managing financial statements, budgets, and forecasts for a \$500M+ revenue company. Implemented a new budgeting and forecasting system, resulting in a 20% increase in budget accuracy and a 15% reduction in budget variance. Collaborated with internal stakeholders to develop and implement financial models, including forecasting and scenario planning. Developed and maintained relationships with senior management, providing financial insights and recommendations to drive business growth.

- Managed budgeting and forecasting processes, including development of financial models and forecasting tools
- Coordinated with internal stakeholders to ensure timely and accurate completion of financial statements
- Developed and implemented process improvements, resulting in increased efficiency and productivity

## Education

### Bachelor of Science

University of Southern California · Los Angeles, CA · May 2015

Accounting · 3.5/4.0

## Skills

Financial Statement Preparation • Budgeting and Forecasting • GAAP and Regulatory Compliance •  
Financial Modeling and Analysis • Leadership and Team Management •  
Communication and Presentation • Microsoft Office (Excel, Word, PowerPoint) •  
Financial Software (SAP, Oracle)

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