An example of an Accounting resume.

**Joe James**  
123, Main St  
Boston, MA 02109  
(123)-456 7890

**OBJECTIVE:**

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized.

**CAREER PROFILE:**

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
* Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of projects, effective at multi-tasking.

**EXPERIENCE**:  
**Glen Dara Construction Co., Cambridge, MA      2000 – Present**  
**Accounting Assistant**

* Performed accounts payable functions for construction expenses.
* Managed vendor accounts, generating weekly on demand cheques.
* Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
* Created budgets and forecasts for the management group.
* Ensured compliance with accounting deadlines.
* Prepared company accounts and tax returns for audit.
* Coordinated monthly payroll functions for 200+ employees.
* Liased with bankers, insurers and solicitors regarding financial transactions.

**Stonepark Web Design Inc., Boston, MA      1997 – 2000**  
**Accounting Assistant**

* Managed accounts payable, accounts receivable, and payroll departments.
* Generated budgets and forecasts on a quarterly basis and presented to the management team.
* Reported on variances in quarterly costing reports.
* Prepared annual company accounts and reports.
* Administered online banking functions.
* Reduced credit period from 90 days to 60 days.
* Managed payroll function for 140 employees.
* Monitored and recorded company expenses.

**Lancer Industries, Copley, Boston, MA      1995 – 1997**  
**Administrative Assistant**

* Performed general office duties and administrative tasks.
* Prepared weekly confidential sales reports for presentation to management.
* Managed the internal and external mail functions.
* Provided telephone support.
* Scheduled client appointments and maintained up-to-date confidential client files.

**EDUCATION:**  
**BS in Computer Science:**  
Boston College, Boston, MA     1999 – 2001

**BS in Accounting**  
Boston University, Boston, MA     1992 – 1995

**COMPUTER SKILLS:**  
Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows and Microsoft Office.