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| **Skills****EDUCATION**BookkeepingVisual BasicQuickBooksSQLBalance SheetAccapeSageTrail BalanceInternal AuditingJournalsIncome Statement Tax SubmissionsDEGREE NAME || MAJOR University || Location 2008-2010 DEGREE NAME || MAJOR University || Location 2008-2010 **CONTACT** abcxyz (541) 754-3010 abc@ xyz.com linkedin@.comCity, Country |  | Olivia Miller Accounting Assistant  |
|  | An experienced accounting assistant with advanced Excel skills and extensive knowledge of tax regulations global accepted accounting practices. Detail orientated and efficient with a proven track record of compiling error-free journals and financial reports. Copyright © by [ResumeViking.com](https://www.resumeviking.com/templates/word/) software such as Quickbooks, Accpac, and Sage.**PROFILE** |
|  |
|  | Accounting Assistant Fischer& Price Auditors, Indian TrailDeveloped a cross-check functionality in excel to pick up on any human errors relating to manual data entry resulting in marginal error rates decreasing from 25% to only 3%. * Complete complex calculations and reconcile problematic accounts • Process group accounts and draft group statements by reconciling departmental income statements, balance sheets, management accounts, and cash flow reports
* Oversee and approve payments, wire transfers and intercompany transfers to international subsidiaries
* Compile budgets and forecasts for headquarters reports
* Facilitate and coordinate the filing process for quarterly and annual taxation submissions
* [Resume Builder](https://resume.io/?id=cpdokyF1)? Fill in your details, choose and download 12 resume designs! [Only $ 2,95](https://resume.io/?id=cpdokyF1)
* Compare projected budgeting reports with actual monthly income and expenses statements
* Responsible for all payruns and transfer of salaries, commission, and reimbursements to staff members

January 2019 - Present**EXPERIENCE** |