|  |  |  |
| --- | --- | --- |
| **Skills**  **EDUCATION**  Bookkeeping  Visual Basic  QuickBooks  SQL  Balance Sheet  Accape  Sage  Trail Balance  Internal Auditing  Journals  Income Statement  Tax Submissions  DEGREE NAME || MAJOR  University || Location  2008-2010  DEGREE NAME || MAJOR  University || Location  2008-2010  **CONTACT**  abcxyz  (541) 754-3010  abc@ xyz.com  linkedin@.com  City, 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 Trail  Developed 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** |