

Taylor Smith

Results-oriented and detail-driven Senior Accountant with [X] years of experience in financial management and analysis. Seeking a challenging position in a reputable organization where I can utilize my expertise to contribute to the company's growth and success.

Nationality _____ American

Employment History

Senior Accountant at ABC Company, New York City

January 2023 — Present

- Oversee the financial operations of a \$X million organization, ensuring accurate and timely financial reporting.
- Prepare and analyze monthly, quarterly, and annual financial statements in compliance with GAAP.
- Manage and reconcile general ledger accounts, ensuring accuracy and completeness.
- Perform detailed financial analysis, identify trends, and provide recommendations to improve financial performance.
- Coordinate and assist in the annual budgeting process, including variance analysis and forecasting.
- Develop and implement internal control procedures to safeguard assets and minimize financial risks.
- Collaborate with external auditors to ensure a smooth and efficient audit process.
- Train and mentor junior accounting staff, providing guidance on accounting principles and best practices.
- Streamline and automate financial processes, resulting in increased efficiency and reduced errors.

Accountant at XZY Company, New York City

May 2015 — December 2022

- Prepared and maintained financial records, including journal entries, general ledger, and bank reconciliations.
- Assisted in the preparation of monthly financial statements, ensuring accuracy and adherence to company policies.
- Conducted detailed analysis of financial data, identifying discrepancies and resolving issues.
- Assisted in the annual budgeting process, monitoring expenses and providing recommendations for cost savings.
- Prepared and filed various tax forms, including sales tax and payroll tax returns.
- Collaborated with cross-functional teams to streamline financial processes and improve reporting accuracy.

Education

Bachelor of Science in Accounting, University of New Hampshire, City

September 2010 — November 2015

Skills

- Budgeting and forecasting
- Financial analysis and reporting
- General ledger management
- Regulatory compliance
- SAP
- SAP
- QuickBooks

References

Available Upon Request