

Joe James

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### **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.
- Liaised 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 XP and Microsoft Office XP Professional.