**ACCOUNTANT RESUME**

Ebony Moore

Seattle, WA

 (123) 456-7891

 emoore@email.com

**SUMMARY**

Determined CPA with three years of experience in personal and tax accounting. Excellent skills in mathematics, communication and organization with great proficiency in various accounting software.

**EDUCATION**

**Bachelor of Business Administration in accounting**

Cloverfield College

20XX

**EXPERIENCE**

**Gilmore Financial, New Orleans, LA, Certified Public Accountant**

Oct. 20XX–Current

* Meet with clients to discuss their accounting needs
* Compute taxes for clients during tax season
* Monitoring and recording activity for accounts payable and accounts receivable.
* Prepare balance sheets for corporate clients
* Create budget forecasts for clients to help with financial planning

**Harrison Money Management, New Orleans, LA, Accountant**

Aug. 20XX–Oct. 20XX

* Prepared tax returns for clients during tax season
* Helped the internal audit team complete annual audits
* Updated monthly reports to reflect the financial standings of each client

**Harrison Money Management, New Orleans, LA, Junior Accountant**

May 20XX–Aug. 20XX

* Maintained accounts receivable and accounts payable for the department
* Reviewed monthly payroll to ensure it's accurate before distribution
* Prepared financial reports to share with clients

**CERTIFICATIONS**

* Certified Public Accountant (CPA)
* Certified Financial Analyst (CFA)

**SKILLS**

* Proficiency in accounting software
* Basic mathematics
* Organizational skills
* Attention to detail
* Communication skills

**COMMON SKILLS**

* Accounting expertise
* Proficiency in accounting software
* Basic mathematics
* Analyzing data
* Written and verbal communication
* Time management

**ORGANIZATIONAL SKILLS**

Critical thinking skills

**COMMON CERTIFICATIONS**

* Certified Public Accountant (CPA)
* Certified Management Accountant (CMA)
* Chartered Global Management Accountant (CGMA)
* Certified Internal Auditor (CIA)
* Certified Financial Analyst (CFA)