JANE DOE

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PROFESSIONAL SUMMARY

Accounting manager with 8 years across month-end close, GAAP reporting, reconciliations, audit support, and ERP process improvement. Managed close calendars, reviewed journal entries, strengthened controls, and improved reporting accuracy for multi-entity operations.

SKILLS

Accounting: GAAP, month-end close, general ledger, reconciliations, accruals, variance analysis, audit support
Controls & Compliance: internal controls, SOX support, policy documentation, segregation of duties
Systems: NetSuite, SAP-style ERP, QuickBooks, Excel, pivot tables, lookup formulas, reporting packages

EXPERIENCE

Multi-Entity Services Company
Accounting Manager Jan 2021 - Present

- Managed monthly close for 6 entities, coordinating journal entries, accruals, flux analysis, and reconciliations to reduce close timeline from 9 days to 6 days.
- Reviewed 80+ balance sheet reconciliations each month and implemented variance thresholds that reduced rework during controller review by 32%.
- Partnered with operations to redesign revenue cut-off process, improving audit support documentation and eliminating recurring late adjustments.
- Supervised 4 accountants, creating review checklists and training plans that improved consistency across AP, AR, and GL workflows.

Regional Manufacturing Company
Senior Accountant Jun 2017 - Dec 2020

- Prepared journal entries, bank reconciliations, fixed asset schedules, and monthly reporting packages under GAAP.
- Supported annual audit by preparing PBC schedules and resolving sample requests ahead of deadline.
- Reconciled inventory and cost-of-goods schedules with operations, reducing recurring variance explanations during monthly controller review.

EDUCATION

Public University, Bachelor of Science in Accounting May 2017

CERTIFICATIONS

Certified Public Accountant (CPA) | State Board of Accountancy | Active