

Trevor Smith

123 Birchwood Drive

New York

999-999-9999

000-000-0000

trevorsmith@xyz.com

Objective: Interested in the position of an Accountant with areputed Chartered Accountant Firm.

Experience: Jones Chartered Accountants New York
Accountant 2006 to Present

- Maintained and examined the records of government agencies.
- Represented clients before taxing authorities and provided support during litigation involving financial issues.
- Appraised, evaluated, and inventoried real property and equipment, recorded information such as the property's description, value, and location.
- Investigated bankruptcies and other complex financial transactions and prepared reports summarizing the findings.
- Prepared, examined, and analyzed accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Developed, maintained, and analyzed budgets, preparing periodic reports that compared budgeted costs to actual costs.
- Reported to management regarding the finances of establishment.
- Computed taxes owed and prepared tax returns, ensuring compliance with payment, reporting and other tax requirements.
- Served as bankruptcy trustee and business valuator.
- Prepared forms and manuals for accounting and bookkeeping personnel, and directed their work activities.
- Advised clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems, and long-range tax and estate plans.
- Provided internal and external auditing services for businesses and individuals.
- Analyzed business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses and to provide advice.
- Worked as Internal Revenue Service agents.
- Surveyed operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.
- Developed, implemented, modified, and documented record keeping

- and accounting systems, making use of current computer technology.
- Established tables of accounts, and assigned entries to proper accounts.
 - Advised management about issues such as resource utilization, tax strategies, and the assumptions underlying budget forecasts.

Education: New York State University New York
Bachelors of Commerce in Accounting 2005

References: Available upon request