

**Edward Harding**

111 Lakeview Drive  
New York  
999-999-9999  
000-000-0000  
edwardharding@xyz.com

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**Objective:** An interesting position as a Systems Accountant in a reputed Accounting Firm, where my skills as an accountant will be utilized for the betterment of the organization, while attaining self growth.

**Experience:** Worthing Accounting Services New York  
*Systems Accountant* 2006 to Present

- Devised and installed special accounting systems and related procedures in establishment which could not use standardized system.
- Conducted survey of operations to ascertain needs of establishment.
- Set up classification of accounts and organized accounting procedures and machine methods support.
- Devised forms and prepared manuals required to guide activities of bookkeeping and clerical personnel who posted data and kept records.
- Adapted conventional accounting and recordkeeping functions to machine accounting processes.

Bell Accounting Services New York  
*Systems Accountant* 2004 to 2006

- Responsible for responding to requests for financial data for various departments
- Overlooking system upgrades and maintaining the rightpay payroll system
- Assessing the setup and investigating the program upgrades and reports
- Liasoning with various organizations and setting up a good network providing prompt and high quality customer service

**Education:** State University of New York New York  
*Bachelors of Commerce in Accounting* 2004

**References:** Available upon request