

Edward Harding

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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