

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