

**Daniel Williams**  
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**Professional Summary:**

Ambitious, dedicated and disciplined accounting manager with over 10 years of experience who utilizes an analytical and proactive approach to tackle obstacles and implement decisions. A Manager who mentors and encourages employees to grow both professionally and personally. Proven ability to organizational accounts effectively, while guiding the organization through the financial planning

**Experience:** BCS Sales Corp New York, NY  
**Accounting Manager** 2/2/2008 to Present

- Supervised accounting operations of the organization which included accounts receivables, accounts payables, bank reconciliation, account statements and reports.
- Managed an accounting staff of 10 accountants involved with various accounting and financial aspects of the organization including financial planning, budgeting and forecasting.
- Established an internal audit control procedure to streamline various accounting processes.
- Liaison between the organisation and external auditors and legal counsel.
- Successfully implemented the ERP system for the organization
- Presented a detailed monthly financial report, quarterly report and annual report to the management's perusal.
- Initiated various cost saving steps and measures that resulted in a reduction of 25% annually in the companies expenses.
- Ensured consistent data accuracy and timely delivery of financial data.

Axis Global Corp New York, New York  
**Accountant** 1/5/2004 to 31/1/2008

- Examined and maintained accounting records for the organization.
- Represented organization before taxing authorities and provided support during litigation involving financial issues.
- Appraised, evaluated, and inventoried property & equipment, keeping a record of the property value, description and location.
- Prepared and examined financial records, accounting statements, and accounting reports for accounting data accuracy.
- Managed up to 5 bank accounts and performed bank reconciliations, generated cash management reports, posted to the general journal and general ledger, A/P, A/R, created chart of accounts, generated P&L reports, Balance Sheets, and Excel spreadsheets and managed payroll.

- Created and analyzed financial budgets, and prepared periodic reports based on the budgets, comparing budgeted costs to actual costs.
- Computed taxes created tax returns in compliance with payment, reporting and other tax requirements.
- Cut checks, created bills, and produced open A/R reports.

**Education:** State University of California Los Angeles, CA  
**Masters of Business Administration** 2004

State University of California Los Angeles, CA  
**Bachelors in Arts** 2001

**Affiliations:** Association of Accountants NY  
Association of Accountants CA

**References:** Available upon request