

**Wilbur Smith**  
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**Objective:** An interesting and challenging position as a senior accountant with a reputed and growing company, where I can utilize my expertise and potential in contributing to the growth of the company.

**Experience:** Griggs Sales Corp. New York, NY  
**Senior Accountant** 2/2/2008 to Present

- Coordinated month-end close of accounting books with accounting staff and presented it to the management.
- Analysed monthly accounting statements, balance sheets and income statements prepared by accounting staff.
- Reviewed, approved and maintained journal entries, ledger schedules and balance sheets.
- Carried out analysis on income statements and organizational cash flow.
- Carried out internal audits and provided periodic reports to the management.
- Interacted with various departments to solve accounting issues and discrepancies.
- Initiated and assisted the implementation of Sarbanes-Oxley 404
- Researched and located five hundred thousand dollars in unrealised revenue for the organization.

JPCC Pvt. Ltd. New York, NY  
**Accountant** 1/3/2004 to 1/31/2008

- Created, entered and posted adjusting, standard and recurring journal entries.
- Assisted operations and controller with creating annual budgets.
- Prepared, tracked and reconciled commission reports and discussed questions with sales staff.
- Prepared audit lead schedules.
- Developed a cash flow statement using Oracle system.
- 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.
- Prepared forms and manuals for accounting and bookkeeping personnel, and directed their work activities.
- Analyzed business operations, trends, costs, revenues, financial

commitments, and obligations, to project future revenues and expenses and to provide advice.

- Developed, implemented, modified, and documented record keeping and accounting systems, making use of current computer technology.

**Education:** State University of New York New York, NY  
**Masters of Arts in Accountancy** 2003

State University of Georgia Atlanta, Georgia  
**Bachelors of Arts in Accountancy** 2000

**Key Skills:** Oracle, ADI, Timberline, MAS90, QuickBooks, MS office, People Soft, AS/400,CTI

**References:** Available upon request