**Lisa Smith**

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**Career Objective:**

Seeking an Accountant position at Eastridge Solutions where I can make the most of my analytical, and problem-solving skills, including strong knowledge of the latest accounting software in preparing and maintaining accurate financial statements for the organization.

**Summary of Skills:**

* Experience in preparing and maintaining accurate balance sheet, income statements, and other financial reports along with reconciling general ledger accounts and reports
* Strong analytical skills to analyze accounting records, including financial statements, and other records within the context of current regulations to assess accuracy and completeness
* Thorough knowledge of accounting principles and procedures, Generally Accepted Accounting Principles (GAAP), financial accounting systems, and tax reporting
* Excellent numerical skills to solve common as well as complex arithmetic calculations efficiently with high degree of accuracy, and strong attention to detail
* Effective written and verbal communication skills to explain numbers, budgets and account related things to non-accountants and also to develop successful relationships with clients
* Proficient with QuickBooks Online, MS Excel, Word and Google Docs
* Strong problem-solving and decision-making skills along with the ability to adapt to a fast paced working environment
* Strong reporting skills with ability to maintain high level of discretion while handling confidential data and information
* Effective time management skills, ability to prioritize and handle multiple assignments simultaneously

**Work Experience:**

Accountant

Adroit Industries Pvt Ltd., Washington DC

September 2016 – Present

* Managing day-to-day accounting functions, including processing of accounts receivable and payable, financial reporting, and general ledger, expenses reports, month-end closing process and revenue recognition issues
* Handling and processing payroll on a bi-weekly basis using ADP, and ensuring timely month-end close process
* Working alongside management team to author and maintain annual budget and develop cost accounting methodologies to assure budget compliance
* Preparing work papers, financial statements, foot note disclosures, and management letter comments in accordance with firm standards
* Performing and assisting peers and supervisors on compilation, review and audit engagements

Entry-level Accountant

Bellows Associate, Los Angeles, CA

October 2014 - January 2016

* Ensured accurate and timely processing of account payable and receivable, employee expense reports, payroll processing, and performed financial statement analysis to project company's financial position
* Completed database backups of the financial information and maintained confidentiality
* Prepared special reports to provide financial status information
* Contributed to the efficiency of the accounting team by participating in cross training and serving as a position backup for other team members
* Assisted in various special projects, including tax projects, upgrades and implementations of accounting system
* Prepare general ledger accounts, and reviewed monthly bank reconciliations

**Education:**

* Master's Degree in Accounting  
  California State University, Los Angeles, CA  
  2014
* Bachelor of Science Degree in Accounting   
  California State University, Los Angeles, CA  
  2011

**Reference:**

On request.