Mark James, Accountant

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LINKS

LinkedIn

PROFILE

Certified Accountant with five years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

EMPLOYMENT HISTORY

Jul 2017 — Sep 2019

Accountant, Roger and Associates — Philadelphia

- Oversaw the management of all company accounts.
- Processed staff payroll and other main aspects of financial transactions.
- Managed accounting teams and ensured that all accounting records were complete and accurate.
- Explained financial matters to people outside of the finance department in a comprehensive way.
- Remained professional and discreet when handling sensitive or private financial matters.
- Working closely with junior staff members while aiding them in the progression of their careers.

Nov 2012 — Sep 2016

Staff Accountant, Toyota — New York

- Managed accounts by analyzing costs and revenues.
- Projected future trends based on analysis work.
- Managed complex expense reporting.
- Develop strategies for minimizing tax liability.
- Work closely with auditors during all audit processes.
- Performed financial risk assessments for all future business projects.
- Organized sales and profit reports.
- Prepare, review, and submit crucial budget plans for company goals.

Oct 2011 — Oct 2012

Accounting Records Manager, Coca Cola — New York

- Worked as a supervisor to staff of twelve finance department members.
- Prepared budget and analyzed inventories, cost of goods, and general accounts.
- Served as a liaison between the accounting staff and the external audit staff.

EDUCATION

Jul 2017 — Jul 2017

Master of Accountancy, University of Pennsylvania — New York

- Graduated with High Honors.

Sep 2006 — May 2010

Bachelor of Finance, University of Pennsylvania — Philadelphia

- Graduate Summa Cum Laude.
- President of the Student Council.

SKILLS

Interpersonal Skills
Management
Recruiting
Leadership

Internship

May 2008 - September 2008

Finance Intern, Continental Airlines — Houston

References

John Smith from Toyota
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