

David Jones

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City, State, Zip Code

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CAREER OBJECTIVE

Licensed Certified Public Accountant with over 6 years of experience. Member of the AICPA and NYSSCPA seeking to apply diverse accounting and administrative knowledge as a supervising accountant at your company. Possess a B.S. in Accounting from a top-50 accounting school.

PROFESSIONAL EXPERIENCE

MCINTIRE HUMAN RESOURCES, Ithaca, NY, September 2011 - Present

Supervising Accountant

- Maintain up-to-date documentation of all company processes
- Conduct and oversee periodic financial audits
- Coordinate and organize internal control projects with an annual budget of \$40 million+
- Develop formal dashboards to communicate results of audit activities to senior management
- Manage multiple client accounts totaling over \$75 million
- Train and coordinate a team of experienced in-house financial analysts

Micro Communications, Dallas, TX | 2010 - 2014

Accountant

- Processed, examined, and certified administrative receipts and disbursements
 - Tracked metrics and performance indicators. Assisted external auditors with document collection for audits
 - Performed monthly reconciliations and account analysis
 - Managed stock portfolio worth over \$35 million, increasing returns by 5%
 - Identified several applicable tax credits resulting in tax savings totaling over \$14,000 annually
 - Pinpointed several operational inefficiencies, boosting performance and drawing in several new clients leading to a total bottom-line increase of 12% annually
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ADDITIONAL SKILLS

- Intimate familiarity with both IFRS in addition to US GAAP
- Expert with Quickbooks Pro
- Microsoft Suite (Advanced Excel)

EDUCATION

Master of Science in Accounting, SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH
August 2010

Graduated Cum Laude | Captain of the debating team