

John Doe

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An accounting manager with more than 5 years' experience in setting up and directing accounting departments, system reviews and financial reporting and analysis.

Work History

Haberdashery Inc, Accounting Manager, 2002 to present

Prepare monthly, quarterly and annually audited financial statements for a retail company with net revenues of \$15 million.

- For five years running, financial statements for state, federal, shareholders and the securities exchange commission were prepared on time.
- Substantially reduced significant audit adjustments through better financial controls.
- Completed three years of delayed reporting for the pension plan and kept it and other employee benefit plans current on a timely basis for more than 100 employees.

Education

1997-2002, University of North Texas
Bachelor of Science Degree, Accounting, 2002

Computer Skills

Microsoft Word	Microsoft Excel
CMD	QuickBooks
ACT!	MAS 200

Affiliations

American Institute of Certified Public Accountants
California Society of Certified Public Accountants
Board Member, Boy Scout Council

Licenses

Certified Public Accounting, Texas, #104238