

**Joe Accountant**  
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**Objective**

To use my experience and knowledge of accounting in business to take a leadership role with the accounting department of a growing, progressive company.

**Experience**

2002-Present     *Regional CPA Firm*     Phoenix, AZ

**Audit Senior**

- Responsible for planning, preparation, supervision and completion of audit, review, and compilation projects in a client relation environment.
- Performed a variety of other financial services for existing client base, including forensic audit engagements, budgeting, systems analysis and have assisted with tax preparation for clients.
- Managed staff, directly reported to the firm-wide partner of Audit and Accounting on all engagements.

1998-2002     *Regional CPA Firm*     Phoenix, AZ

**Audit Staff / Senior**

- In charge of numerous audits in various types of industries with a supervisory role over staff.
- Taught several in-house CPE courses to new hires, and trained existing personnel on new auditing procedures and audit computer programs.
- Participated in several time sensitive projects required by the firms' most important clients.

1996-1998     *Manufacturing Company.*     Phoenix, AZ

**Staff Accountant**

- Responsible for balance sheet account reconciliations, including significant cash accounting, and performed integral role in month-end close process.
- Lead person on all state filings of personal property, real estate, and state sales tax returns.
- Developed internal control system to account for rapidly growing segment of business of the Company.
- Developed detailed budget program for all departments to assist in reporting to the accounting department.

**Education**

1992-1996     Concordia University of Wisconsin     Mequon, WI

- B.S., Major in Accounting and minor in Finance.
- Graduated Magna Cum Laude. GPA 3.8

**Technical Competencies**

Expert in Windows, Excel, IDEA, and have experience with numerous general ledger software programs.

**Personal Interests**

Athletics, music