



Magnolia Curry

Accountant, Fixed Assets Accounting

☎ (804) 555-4172 ✉ magnolia.curry@example.com

🌐 linkedin.com/example/magnoliacurry 📍 Midlothian, VA 23113

STRENGTHS

- 🔍 **Reconciliation Focus**
Tracked differences back to source transactions, then documented clear resolutions. Reviewers gained confidence in monthly balances.
- 📁 **Documentation Discipline**
Built orderly invoice, asset, reimbursement, and audit files. Colleagues could find support without repeated follow up.
- 👥 **Cross Team Partnership**
Worked with procurement and operations when coding details were unclear. Conversations became practical, respectful, and productive.
- ☰ **Concurrent Work**
Balanced close tasks, invoice questions, and audit requests under interruption. Priorities stayed visible and deadlines remained manageable.
- 🔢 **Accounting Judgment**
Researched unusual balances before posting corrections. That pause helped protect accuracy and strengthened reviewer trust.

SKILLS

Fixed Assets Oracle OnBase
General Ledger GAAP
Journal Entries Reconciliations
Accounts Payable
Accounts Receivable
Purchase Requisitions
Purchase Orders

SUMMARY

Accountant with three years of professional experience supporting fixed assets, general ledger accounting, **accounts payable**, procurement, reconciliations, journal entries, financial reporting, and audit preparation. Applies GAAP, internal controls, and disciplined documentation practices across public service and regulated operating environments. Experienced with Oracle, OnBase, Microsoft Excel, Microsoft Word, **purchase requisitions**, **purchase orders**, **account reclassifications**, revenue reporting, budget monitoring, accounts receivable, fund accounting, governmental accounting, and grant accounting. Progressed from transaction and reconciliation work into broader ownership of fixed asset records, invoice workflows, and audit schedules. Organizes concurrent deadlines, researches variances, prepares clear supporting records, and communicates accounting requirements across finance, procurement, operations, and external audit teams.

EXPERIENCE

Accountant, Fixed Assets

Cedar Valley Water Services 📅 October 2025 - September 2026 📍 Chesterfield, VA

Managed fixed asset accounting, purchase order records, invoice workflows, reconciliations, journal entries, and audit support for utility equipment and facility improvements. Coordinated with procurement, operations, accounts payable, and accounting reviewers while maintaining accurate Oracle and OnBase documentation.

- Managed utility fixed assets, validating capitalization support, classifications, useful lives, and retirement records before monthly close.
- Reconciled **Oracle** fixed asset subledger activity, researched source transactions, and prepared supported adjusting entries for review.
- Reviewed **purchase requisitions** and purchase orders, resolving coding and documentation exceptions with **procurement** and operations staff.
- Processed **OnBase vendor invoices**, matching purchase orders and receiving records for accurate accounts payable treatment.
- Prepared monthly reclassification **journal entries** and deposit support, preserving schedules that traced balances to source documentation.
- Compiled fixed asset, invoice, reconciliation, and contract records for auditors, closing documentation gaps before fieldwork.

Staff Accountant, General Ledger

Piedmont Civic Services 📅 October 2024 - September 2025 📍 Henrico, VA

Maintained general ledger schedules, reconciliations, journal entries, financial statement support, accounts receivable records, and audit documentation. Worked across purchasing, billing, and operations to research accounting questions, resolve discrepancies, and support **budget monitoring** under established GAAP procedures.

- Maintained **general ledger** schedules, completing monthly **reconciliations** and documenting reconciling items through resolution.
- Posted recurring and adjusting journal entries, validating **chart of accounts** coding and retaining support for review.
- Prepared financial statement sections and variance schedules, comparing actual activity with budgets and prior period balances.
- Monitored **accounts receivable** and cash application records, researching unmatched receipts for accurate revenue recording.
- Organized audit schedules, transaction samples, and explanations requested by **finance** leaders and external auditors.
- Researched purchasing, billing, and operational records, translating findings into recommendations consistent with GAAP procedures.

Financial Statements

Budget Monitoring Audit Support

Fund Accounting

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

2.8
YEARS

● Accountant, Fixed Assets at Cedar Valley Water Services (11 Months)

● Staff Accountant, General Ledger at Piedmont Civic Services (11 Months)

● Junior Accountant, Grant Accounting at Commonwealth Community Programs (11 Months)

Junior Accountant, Grant Accounting

Commonwealth Community Programs 📅 October 2023 - September 2024 📍 Mechanicsville, VA

Supported **grant accounting**, reconciliations, reimbursements, **revenue reporting**, budget monitoring, and financial recordkeeping for community programs. Coordinated with program and finance staff to obtain documentation, clarify transactions, and prepare complete reporting packages under established controls.

- Reconciled bank, receivable, and expenditure accounts, tracing differences to source documents and correction support.
- Maintained invoice, receipt, reimbursement, and funding files for recurring compliance reviews and reporting requests.
- Prepared reimbursement and revenue reports, checking calculations and supporting documents before senior accounting review.
- Entered ledger activity and drafted journal entry support under controls, building practical **fund accounting** knowledge.
- Used **Excel** workbooks to monitor budget to actual activity and flag unusual balances before reporting deadlines.
- Coordinated missing documentation with program and **finance** staff, improving reporting completeness without bypassing approvals.

PROJECTS

Utility Fixed Asset Reconciliation 📅 2026

Connected fixed asset records with general ledger activity through Oracle research, supported adjustments, and clear documentation for monthly close and audit review.

Grant Reimbursement Reporting 📅 2024

Organized reimbursement support, revenue reporting, budget monitoring, and compliance records so finance reviewers could trace program activity efficiently.

LEADERSHIP & AWARDS

- Recognition for dependable fixed asset schedules and clear audit support during utility accounting close.
- Leadership through cross functional coordination with procurement, operations, finance, and program teams.
- Recognition for resolving reconciliation differences and maintaining complete supporting documentation under deadline pressure.

EDUCATION

Bachelor's Degree in Accounting

Virginia Commonwealth University 🎓 GPA: 4.0 📅 2023 📍 Richmond, VA

Coursework: General accounting, financial reporting, auditing, taxation

CERTIFICATIONS

- GAAP Accounting Practices 📅 2026
- Financial Reconciliation and Audit Support 📅 2026

TECHNICAL SKILLS

- **Accounting Systems:** Oracle, OnBase, MUNIS
- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Office Suite
- **General Ledger:** General ledger maintenance, ledger postings, chart of accounts
- **Fixed Assets:** Asset capitalization, useful life records, asset retirements
- **Accounts Payable:** Vendor invoices, purchase orders, invoice workflows
- **Accounts Receivable:** Receivables, cash application, revenue reporting
- **Journal Entries:** Adjusting entries, reclassification entries, deposit pay ins
- **Financial Reporting:** Financial statements, variance schedules, reporting methods

- **Budget Management:** Budget preparation, budget monitoring, financial forecasting
- **Audit and Compliance:** GAAP, audit procedures, internal controls
- **Public Sector Accounting:** Governmental accounting, fund accounting, grant accounting
- **Procurement Records:** Purchase requisitions, purchase order changes, contract activity

PROFESSIONAL AFFILIATIONS

- Accounting and finance professional development communities focused on GAAP and public sector reporting.
- Cross functional finance partnerships connecting accounting, procurement, accounts payable, operations, and program staff.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST