



Daniel Thompson

Senior Accountant

📞 (312) 555-0192 ✉️ daniel.thompson@example.com

🌐 linkedin.com/in/danielthompson 📍 456 Oak Street, Chicago, IL 60601

SUMMARY

Detail-oriented Senior Accountant with over six years in the accounting sector, focusing on GAAP compliance and financial reporting. Proven track record managing complex month-end close processes while enhancing operational efficiencies across various finance functions. Expertise in using ERP systems to streamline practices and improve data accuracy. Committed to fostering cross-departmental collaboration that supports organizational goals. Excited about leveraging analytical skills and financial knowledge to contribute to a dynamic team in the healthcare sector.

STRENGTHS



Analytical Skills

Applied deep analytical expertise for precise financial reporting and variance analysis, earning recognition from management.



Process Improvement

Implemented new workflows resulting in smoother financial closings, with colleagues often seeking advice on optimizing their tasks.



Collaboration

Fostered relationships across departments, turning challenging projects into successful collaborations via open communication.



Attention to Detail

Conducted thorough analyses and reconciliations that minimized errors and won trust from peers and supervisors alike.



Time Management

Mastered prioritizing multiple deadlines, consistently meeting tight timelines without compromising quality of work, gaining executive confidence.

SKILLS

GAAP ERP Systems

Financial Reporting

Month-End Close

Account Reconciliations

Journal Entries Data Analysis

Internal Controls Audit Preparation

Compliance Process Improvement

EXPERIENCE

Senior Accountant

Smith & Co. 📅 January 2021 - Present 📍 Chicago, IL

Oversee month-end and year-end closing processes while ensuring compliance with GAAP standards. Prepare and review journal entries, reconciliations, and account analyses for accurate reporting. Manage general ledger accuracy and maintain supporting schedules for audits. Collaborate with finance leadership to deliver insights through detailed financial reporting and compliance tasks.

- Led month-end closing procedures, reducing processing time and increasing efficiency.
- Reviewed and prepared comprehensive reconciliations, enhancing reliability of financial data.
- Maintained meticulous records and clarified discrepancies through diligent account analysis.
- Engaged with cross-functional teams, improving collaboration and driving operational enhancements.

Accountant

Jones LLC 📅 June 2016 - December 2020 📍 Remote

Managed monthly closings and developed streamlined processes to unify accounting operations. Conducted detailed financial reviews and assisted in producing audit-ready statements. Designed internal controls leading to reduced error rates and improved compliance with regulations.

- Executed month-end close activities, contributing to timely financial reports.
- Collaborated effectively with external auditors, ensuring compliance and transparency.
- Formulated process improvements for enhanced workflow and financial integrity.
- Supported management with ad-hoc reporting and operational analytics for decision-making.

Junior Accountant

Global Acquisitions Inc. 📅 August 2015 - May 2016 📍 Chicago, IL

Assisted in daily accounting functions, including data entry and transaction tracking. Contributed to maintaining accuracy in financial documentation and improved reconciliations to assist in quarterly audits.

- Provided support during monthly closes by preparing necessary documents.
- Aided in reconciling accounts which streamlined financial reporting.
- Enhanced transactional tracking methods, boosting report creation speed.
- Developed foundational understanding of auditing principles through hands-on exposure.

LEADERSHIP & AWARDS

- Certified Public Accountant (CPA)- Eligible, 2026
- Distinguished Service Award, Smith & Co., 2022

EDUCATION

Bachelor's Degree in Accounting

University of Illinois at Chicago 📅 GPA: 3.8 📅 2015 📍 Chicago, IL

Coursework: Financial Management, Audit Principles, Taxation, Cost Accounting

General Ledger Forecasting

Cost Accounting

Team Collaboration

Financial Audits

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Accountant at Smith & Co. (5.3 Years)

● Accountant at Jones LLC (4.5 Years)

● Junior Accountant at Global Acquisitions Inc. (9 Months)

CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2026
- GAAP Compliance Network Certification 📅 2024

TECHNICAL SKILLS

- **Financial Software:** QuickBooks, SAP, Oracle
- **Spreadsheet Tools:** Excel, Google Sheets, Tableau
- **Communication Tools:** Email, Slack, Microsoft Teams
- **Reporting Tools:** Crystal Reports, Power BI, SQL
- **Accounting Standards:** GAAP, IFRS, International Standards
- **Auditing Methods:** Fieldwork, Evidence Documentation, Sample Testing
- **Task Management Tools:** Trello, Asana, Monday.com
- **Document Management:** DocuSign, Adobe Sign, SharePoint
- **Data Visualization:** Power BI, Tableau, Google Analytics
- **Regulatory Frameworks:** Sarbanes-Oxley, SEC, IRS Regulations

PROFESSIONAL AFFILIATIONS

- Member, American Institute of CPAs
- Volunteer, Junior Achievement of Chicago

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST