**James Lee**

**485, 10th Street,**

**Dillingham Alaska 4562**

jameslee25@email.com

**Career Objective**: Seeking a challenging role as an Accounting manager to utilize my accounting skills to best of my ability.

**Summary of Qualifications**

* Eight years experience in finance management & accounting
* Strong oral and written communication skills
* Excellent reporting & analytical skills

**Professional Experience**

2005 - present **Accounting Manager**, PLT, INC., Dillingham, Alaska

A software firm that grew 46% in year 2006 - 07

* Formulated new accounting system to enhance staff efficiency
* Prepared & drafted accounting policies as per GAAP norms
* Prepared PLT's external audit & devised strategies for audit plans
* Provided staff training for implementation of new accounting practices

2000 - 2005 **Accounting Manager**, PQR Charity of Dillingham, Alaska

A non-profit organization consisting of 52 agencies with an annual budget of $88M

* Assisted in automating accounting system
* Streamlined accounting system in compliance with federal regulations
* Standardized insurance coverage for 26 agencies
* Analyzing viability of various program proposals

**Education**

B.S. Business Administration with Honors, 1999 Alaska Pacific University

**Computer Skills**

Proficient in Ms-Access, Ms-Excel & other Ms-office software packages