**Chris L. Floyd**

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**Job Objective:**

CPA certified, competent and highly knowledgeable accounting professional with over 5+ years of experience. Adept at preparing accurate financial reports, analyzing statements, identifying errors, and suggesting possible solutions. Comprehensive knowledge about the rules and local jurisdictions relevant to general accounting. Problem solver, team player, and excellent communicator.

**Summary of Skills:**

* In-depth knowledge of the generally accepted accounting principles (GAAP), and different types of accounting duties
* Familiar with procedures used to record and report financial data
* Competent in preparing financial statements, including balance sheets, income statements, and cash flow statements
* Ability to project accurate budget, prepare tax documents, and maintain general ledgers accurately
* Working knowledge of accounting software like QuickBooks, GnuCash and Zoho Office Suite
* Able to prioritize tasks in pressure situations and good organizational skills
* Strong written and verbal communication skills

**Work Experience:**

General Accountant

Myers Accounting Services, Lawn, TX

December 2015 – Present

* Reviewing clients' monthly financial statements to compare budgeted costs against actual cost by preparing periodic reports to identify discrepancies
* Balancing and reconciling subsidiary ledgers, banking transactions, and general ledger accounts as required
* Preparing and processing various journal entries into the company database by using Zoho Office Suite to keep it up-to-date
* Analyzing supporting documents and evaluating entries in respective accounts
* Coordinating with the team to prepare quarterly financial reports for business clients during closing periods in record time to ensure customer satisfaction
* Collaborating with the team for assisting in closing procedures and maintaining healthy relations with clients

General Accountant (part-time)

Agilitas Capital LLC, Lawn, TX

April 2013 – November 2015

* Prepared monthly audit schedules for 50+ private corporate clients, and assisted auditors in the process
* Coordinated with the team to analyze financial statements of clients, including account payable, account receivable, profit-loss statements, etc.
* Prepared monthly journal entries, and provided necessary support to the team during month-end closing schedules
* Assisted in the month-end, quarter-end closing processes by ensuring transactions are according to the standard GAAP and company policies
* Organized individual client records in the database to assist in checking of business transactions
* Reviewed and ensured financial ledgers and statements prepared monthly for over 200 clients adhere to the generally accepted accounting principles (GAAP)

Entry Level Accounting Associate

Seakeeper Incorporation, Lawn, TX

August 2011 – March 2013

* Assembled the list of daily and monthly account reconciliations for assessing accuracy of relevant payments or accruals
* Maintained updated ledgers by performing various bookkeeping duties using QuickBooks and keeping the company database updated
* Ensured available data is accurately entered in the system to negate duplicate entries, and reduced existing redundancies to improve efficiency
* Communicated inefficiencies, account discrepancies, and concerns to the senior management
* Maintained balance sheets, including incoming cash, tangible assets, profit-loss statements, and income tax documents
* Calculated, prepared, and filed sales and tax returns for more than 100 clients with the federal agencies
* Generated and processed EFT payments, check requests, and monitored them to ensure applications are sent to the correct entities

**Education:**

* Bachelor's Degree in Accounting Francisco College, Lawn, TX 2011

**Certifications:**

* Certified General Accountant, 2014

**Reference:**

On request.