**Micah J. Hill**

1277 Philadelphia Avenue

Salt Lake City, UT 84104

Phone: 801-284-1059

Email: micahj.hill@anymail.com

**Job Objective:**

Detail-oriented, and certified accounting professional, seeking the position of a Junior Accountant to use my knowledge and 5+ years of experience with different accounting duties, and assisting the accounting department in daily operations.

**Summary of Skills:**

* Sound understanding of basic and intermediate accounting principles, including GAAP
* Capable of paying attention to detail, and maintaining confidentiality of the information
* Capable of handling account payable, account receivable, maintaining general ledgers, handling bookkeeping, and preparing accurate financial reports
* Ability to use MS Office suite, QuickBooks, ERP SAP
* Excellent mathematical and organizational skills
* Exceptional written and verbal communication skills

**Work Experience:**

Junior Accountant

Owens Enterprises, Salt Lake City, Utah

May 2016 – Present

* Entering invoices in the database for managing account payable/receivable, and handling all accounting operations
* Maintaining and updating accounting records of 300+ clients in both electronic and paper formats
* Assisting team for monthly and annual audits, and preparing concise reports
* Reconciling general ledgers by keeping a close track of the account receivable details
* Handling journal entries, account payable, account receivable, and various other duties
* Providing necessary support to process balance sheet, P/L statements and other financial statements as required

Accounting Associate

RigUp Incorporation, Salt Lake City, Utah

October 2013 – April 2016

* Researched billing entries for 200+ clients, and performed reconciliations as directed by the senior accounting supervisor
* Recorded invoices in the ERP SAP accounting software for expenses, inventory purchases, and fixed assets of the organization
* Assisted the team in account payable an account receivable activities by maintaining records of all transactions
* Updated accounting details in the system, resolved discrepancies, and generated standardized monthly reports
* Escalated complicated issues to the senior management to get solutions in minimal time
* Prepared journal entries, account analysis, and maintaining supporting documents
* Performed administrative tasks by working with the support team as required

**Internship:** Accounting Intern

Papa Johns, Salt Lake City, Utah

August 2012 – September 2013

* Maintained more than 100 client accounts by processing account payable, and account receivable transactions
* Provided support to the senior accountants in performing duties and keeping general ledgers updated
* Matched entries with the source data, and regularly updated the company database
* Prepared monthly financial reports under the supervision of senior accountants
* Collected, analyzed, and summarized business transaction details
* Answered clients' calls, and mailed invoices to the concerned vendor
* Collected overdue from vendors by following up over phone call, emails, and personal visits

**Education:**

* Master's Degree in Finance   
  University of Utah, Salt Lake City, UT   
  2012
* Bachelor's Degree in Accounting   
  University of Utah, Sal Lake City, UT   
  2010

**Certifications:**

* Certified Public Accountant, 2015

**Reference:**

On request.