**Albert B. Scudder**

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**Job Objective:**

Detail-oriented, organized and highly skilled accounting professional seeking the position of a Senior Staff Accountant with 'ABC Organization' to use my extensive experience in managing client accounts, and providing ultimate customer satisfaction.

**Summary of Skills:**

* Strong knowledge of GAAP, and Statement of Financial Accounting Standards (SFAS)
* Extensive experience in preparing journal entries, reconciling account balances, or reviewing payment invoices
* Expertise in preparing financial statements, including balance sheets, cash flow statements, income statements, etc.
* Adept at operating various accounting software and other computer applications such as Excel, Spreadsheet to maintain accuracy in reports
* Capable of prioritizing tasks to complete tasks within deadline, and excellent time management skills
* Exceptional written and verbal communication skills

**Work Experience:**

Staff Accountant

Huey & Associates Incorporation, Minneapolis, MN

December 2016 – Present

* Preparing monthly journal entries, bank reconciliations, and resolving discrepancies
* Preparing and adjusting journal entries including cash flow statements, balance sheets as well as profit and loss statements
* Conducting regular meetings with clients and keeping them informed about the implemented accounting policies
* Assisting internal and external auditors by providing exact information about clients' assets and liabilities
* Providing required assistance to auditors by keeping accurate record of assets and liabilities
* Answering client queries on call/mail, and performing general administrative functions when needed, including writing correspondences, maintaining paperwork, and reports

Entry-level Staff Accountant

BGC Financial Services, Minneapolis, MN

March 2015 – November 2016

* Took responsibility to process accounts payable, accounts receivable, general ledgers, and inventory transactions as instructed by the supervisor
* Collaborated with senior accounting professionals to prepare reconciliation schedules for 100+ clients, including prepaid expenses, fixed assets and accrued liabilities
* Coordinated with the team to prepare financial statements such as balance sheets, P/L statements and cash flow statements for clients
* Monitored, maintained or reconciled general ledger accounts for more than 150 clients, and answered queries related to accounting transactions
* Performed monthly overhead calculations and assisted with the month-end, and quarter-end closing reports
* Monitored the AP/AR for clients to maintain fixed asset records, and determine depreciation values on assets

**Internship:**

Accounting Associate

Salem Enterprises, Minneapolis, MN

August 2013 – February 2015

* Entered data into the accounting software and reviewed billing reports
* Execute daily finance and accounting responsibilities under supervision
* Prepared and entered batches of accounts payable in the accounting system to maintain up-to-date records
* Coordinated with other associates to manage accounts payable/receivable as needed to ensure timely receipt and issuance of payments
* Addressed and resolved clients' queries related to accounting transactions or procedures, and escalated complicated inquiries to the senior accounting professionals
* Performed general ledger entries and kept the accounts payable/receivable spreadsheet for the firm updated

**Education:**

* Bachelor's Degree in Accounting  
  University of Minnesota, Minneapolis, MN   
  2013
* Associate Degree in Finance  
  Saint Thomas College   
  Minneapolis, MN 55455   
  2015

**Reference:**

On request.