**Sofia Flores**

Miami, FL • (123) 456-7891  
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**SUMMARY**

Detail-oriented Accountant with 3 years of experience performing accurate work at a quick and efficient pace to service the needs of clients.

**EDUCATION**

Northwest Vermont University

Aug '10 - May '14

Bachelor of Science in Accounting

**EXPERIENCE**

Crane & Jenkins, Accountant

Feb '15 - Current

* Review detailed financial statements and plan audits
* Responsible for monthly reconciliation of cash accounts
* Prepare and monitor budget, as well as provide analysis compared to department expense reports
* Prepare weekly, bi-weekly, and monthly payroll journal entries
* Recommend solutions to complex accounting functions

Tradelot, Accountant

Current - Current

* Developed and maintained positive relationships with clients
* Handled sensitive information in discrete and careful manner
* Applied payments to merchant accounts and updated billing info
* Performed monthly bank reconciliations to various cash accounts
* Prepared, reviewed, and analyzed quarterly and annual financial statements to present to executives

**SKILLS**

* Certified Public Accountant (CPA) License
* QuickBooks
* FRx Reporting
* Contract Negotiations
* Reconciliations
* Variance Analysis