Sample Accountant Resume

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Leslie M. Elizondo

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Qualifications

Precise controller, accounting manager and CPA with extensive expertise in all aspects of accounting and financial management. Team-oriented approach to departmental forecasting, workflow/transaction management, cost effectiveness and variance resolution. Comprehensive experience with corporate restructuring and analysis to improve processes and profit opportunities.

Areas of expertise include:

- Staff management
- Budget preparation and execution
- Trend, variance and cost/financial analysis
- Reporting and documentation
- GAAP
- Cash management
- Taxation
- Project and inventory management
- General accounting

Experience

Micromitron Systems, Tetrias, TX April 2000 – present

Primary authority for the compan finy'sancial management, budget planning/execution, taxation, monthly bookkeeping/payroll and annual reporting. Develop forecasting recommendations based on total financial picture and goals; strategize with CEO on cost-saving measures, inventory control and financial alliances.
Manager of a four-member team and $23.5M operating budget.

- Saved company $200K over three years with change in accounting methodology
- Introduced a new invoicing and reconciliation system that reduced month-end turnaround time from five days to three
- Authorized to process wire transfers for more than $2M
- Established key ratio system resulting in 25 percent production efficiency

Valu-Center Distribution, Tetrias, TX August 1992 – April 2000

Directed all financial aspects of this company, from original inception through acquisitions of more than $12M. Day-to-day controls, including payroll, taxes and audits; analyzed business and cost trends; conducted research on spending versus return, tax compliance and accounting alternatives.
Supervisor of a five-member team.

- Improved inventory and financial ledger agreements by 60 percent with customized software and redesigned processes
- Reduced customer collections from 30 to 15 days
- Organized sales force expenses and reconciliation with full-company credit card system

Education

Washington University, MAcc, 1992
St. Louis, MO

University of Texas, B.A., 1990
Austin, TX

Affiliations

- Texas Association of Certified Public Accountants
- President, TACPA, 2000, 2002, 2006
- United Way Campaign Board Member, 2004 – present
- Board CFO/Consultant for YWCA-Tetrias, 2001 – 2004