YOUR NAME

STAFF ACCOUNTANT

[City, State] | (202) 555-0100 | your.name@example.com

PROFESSIONAL SUMMARY

Staff accountant with [X] years of experience in general-ledger accounting, reconciliations, journal entries, month-end close, fixed assets, prepaid schedules, and financial-report support.

ACCOUNTING SKILLS

General ledger, Month-end close, Reconciliations, Fixed assets; Prepaids, Accruals, Variance analysis, Excel; ERP

PROFESSIONAL EXPERIENCE

Staff Accountant | [Employer Name] | [City, State] | [Month Year] - Present

- Own monthly reconciliations for assigned balance-sheet accounts and resolve reconciling items with source teams.
- Prepare recurring and adjusting journal entries with support tied to the close calendar.
- Maintain fixed-asset and prepaid schedules and coordinate updates with purchasing and operations.
- Prepare variance explanations and financial-report support schedules for controller review.
- Used Excel lookup formulas and pivot tables to organize recurring transaction reviews.
- Flagged incorrect cost centers or account codes for correction before monthly reporting.
- Owned monthly reconciliations for 22 balance-sheet accounts and resolved recurring aged items with AP and operations teams.
- Improved close-cycle documentation, helping the team complete assigned journal entries one business day earlier.
- Maintained fixed-asset and prepaid schedules with audit-ready supporting files and clear review trails.
- Reorganized reconciliation support by account and month so reviewers could trace open items more quickly.

[Previous Position Title] | [Employer Name] | [City, State] | [Month Year] - [Month Year]

- Assisted with bank and balance-sheet reconciliations, tracking exceptions for senior review.
- Organized month-end supporting files and prepared journal-entry backup using existing accounting procedures.
- Updated Excel schedules and checked reporting period, account coding and source totals.
- Responded to routine audit-support requests by locating invoices, receipts and approval evidence.

EDUCATION

[Degree or Training] | [Institution] | [Year]