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Amanda Jones

Financial Accountant

Detail-oriented Financial Accountant with seven years at Deloitte and Starbucks. Skilled in general ledger management, month-end close, and GAAP reporting. Led process improvements that cut close time by 30% and improved SOX compliance.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, State Abbreviation, Zip
Code

KEY SKILLS

- General ledger & reconciliations
- GAAP close processes
- SOX compliance & internal controls
- ERP implementation (SAP S/4HANA)

EDUCATION

- Bachelor of Science in Accounting

University of Washington, Seattle,
WA | May 2014

PROFESSIONAL EXPERIENCE

Financial Accountant | Deloitte, Chicago, IL
September 2017 - Present

- Prepared and reviewed monthly journal entries and reconciliations for multiple clients, ensuring 100% accuracy
- Managed month-end and year-end close processes, reducing close time by 30% through automation
- Supported SOX compliance by designing and testing internal controls, resulting in zero control failures

Staff Accountant | Starbucks Coffee Company, Seattle, WA
June 2014 - August 2017

- Maintained general ledger accounts, posting journal entries, and performing reconciliations for 200+ retail locations
- Assisted in quarterly and annual GAAP reporting, ensuring compliance with corporate policies
- Participated in the implementation of SAP S/4HANA, improving data accuracy and reporting speed

CERTIFICATIONS

- Certified Public Accountant (CPA), Washington State Board of Accountancy | February 2016