

JOHN CARMICHAEL

Assistant Accounting Manager

Miami, FL | email@example.com



PROFILE

Seasoned accounting manager with 10+ years of experience leading financial operations, budgeting, and team development. Proficient in GAAP compliance, automated reconciliation tools, and variance analysis. Demonstrated ability to streamline month-end close processes while mentoring junior accountants and maintaining rigorous accuracy standards. Committed to driving measurable efficiency improvements and supporting organizational financial health.

KEY SKILLS

- Financial analysis and variance reporting
- Budget development and forecasting
- Team leadership and staff development
- GAAP compliance and audit coordination
- Automated reconciliation tools (QuickBooks, NetSuite)
- Month-end and year-end close management

PROFESSIONAL EXPERIENCE

Assistant Accounting Manager

Bright Financial Services, Miami, FL | August 2018 - Present

- Reduced month-end close time by 30% across four-person team by implementing automated reconciliation tools, cutting manual processing from 10 days to 7 days per cycle
- Supervised and mentored 4 junior accountants through weekly performance reviews and compliance training, improving team accuracy rates by 20% over 18 months
- Streamlined annual budgeting processes by redesigning forecasting templates in Excel, resulting in 20% higher forecast accuracy and reducing reforecast cycles from 3 to 1 per quarter
- Coordinated with external auditors during 3 annual reviews, preparing documentation packages that reduced audit inquiry response time by 40%
- Managed accounts payable and receivable oversight for \$8 million in monthly transactions, maintaining less than 0.5% error rate across all postings
- Developed and implemented a compliance reporting calendar that ensured 100% on-time regulatory submissions for 2 consecutive fiscal years

Senior Accountant

Global Tech Solutions, Miami, FL | April 2014 - August 2018

- Managed accounts payable and receivable for a portfolio of 50+ clients, processing over \$5 million in monthly transactions with 99% accuracy
- Conducted monthly variance analyses identifying cost-saving opportunities worth \$250,000 annually, presenting findings directly to senior management
- Collaborated with external auditors on 4 regulatory compliance reviews, resolving all audit findings within 30-day remediation windows
- Reconciled general ledger accounts across 12 cost centers monthly, reducing posting errors by 35% through enhanced review procedures
- Prepared quarterly financial statements for board presentations, including income statements, balance sheets, and cash flow analyses
- Trained 2 accounting clerks on GAAP-compliant journal entry procedures, improving team output by 15% within 90 days

EDUCATION

Bachelor of Science in Accounting

University of Florida, Gainesville, FL | March 2014

CERTIFICATIONS

- Certified Public Accountant (CPA), AICPA, March 2016
- Certified Management Accountant (CMA), IMA, September 2018