


Nathaniel Green

Junior Accounting Assistant

Motivated junior accounting assistant with a Bachelor of Science in Finance and 2+ years of experience supporting accounts reconciliation, financial reporting, and ledger management. Proficient in QuickBooks, Excel, and accounts payable processing. Demonstrates consistent accuracy in high-volume data entry environments and strong analytical skills for identifying and resolving discrepancies. Committed to building a career in accounting through precision, efficiency, and continuous improvement.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 Boston, MA

EDUCATION

Bachelor of Science in Finance
Northeastern University, Boston, MA
May 2021

Relevant Coursework:

Financial Accounting, Corporate Finance, Auditing, Data Analysis for Finance

KEY SKILLS

- Account reconciliation (50+ accounts monthly)
- Financial reporting and summary preparation
- General ledger management and journal entries
- QuickBooks data entry and record-keeping
- Accounts payable invoice processing
- Budget tracking and expense report preparation
- Microsoft Excel (formulas, pivot tables)
- Compliance review and records organization

PROFESSIONAL EXPERIENCE

Junior Accounting Assistant | Pinnacle Financial Services, Boston, MA
March 2022 – Present

- Reconciled 50+ accounts monthly, ensuring accurate reporting for management and maintaining zero unresolved discrepancies over 2-year tenure
- Assisted in creating monthly financial summaries for 8 department managers, improving report submission times by 25% through a standardized reporting template
- Conducted QuickBooks data entry for all daily transactions, achieving a 99% accuracy rate across 24 months of continuous high-volume processing
- Supported month-end close by preparing 20+ journal entries per cycle, contributing to a 6-day close target met consistently each month
- Prepared weekly expense reports for 5 departments, reconciling submissions against budget allocations and flagging variances over 5%
- Helped process 40+ vendor invoices weekly, maintaining a 98% on-time payment rate and zero duplicate payments

Finance Intern | Boston Business Solutions, Boston, MA
June 2021 – February 2022

- Prepared expense reports and tracked budgets for 6 departments, identifying \$8,000 in unallocated costs through systematic reconciliation reviews
- Supported accounts payable team in processing 30+ invoices weekly, maintaining a 97% accuracy rate across 9-month internship
- Analyzed financial records for compliance with company policies, contributing to a clean internal audit outcome with zero major findings
- Organized and digitized 18 months of archived financial records, improving departmental file accessibility by 40%

CERTIFICATIONS

- QuickBooks Online Certified User, Intuit, November 2022