






Patricia Moore

Senior Accounting Assistant

Results-driven senior accounting assistant with 15+ years of experience in financial operations, reconciliation, and internal audit coordination. Expert in GAAP compliance, process improvement, and developing junior accounting staff. Proven track record of significantly reducing error rates, improving departmental efficiency, and maintaining clean audit outcomes across large-scale financial portfolios. Skilled in leading reconciliation workflows and building scalable accounting processes.

CONTACT INFORMATION

-  (123) 456-7890
-  email@example.com
-  Chicago, IL

KEY SKILLS

- Financial audits and internal control reviews
- Senior-level team leadership and mentoring
- Reconciliation process improvement
- GAAP compliance and regulatory reporting
- Month-end and year-end close management
- Accounts payable and receivable oversight (over \$50 million)
- Financial statement preparation for board presentations
- QuickBooks, NetSuite, and Microsoft Excel (advanced)
- Tax compliance and multi-jurisdiction filings

PROFESSIONAL EXPERIENCE

Senior Accounting Assistant | Global Enterprises, Chicago, IL
July 2014 - Present

- Streamlined reconciliation workflows across 8 departmental ledgers, reducing error rates by 40% and cutting average resolution time from 5 to 2 days
- Mentored and trained 5 junior accounting staff members, conducting weekly skills sessions that improved team efficiency metrics by 25% over 12 months
- Conducted quarterly internal audits to ensure GAAP compliance, producing findings reports that drove 3 major process improvements in financial controls
- Managed month-end close for 10 cost centers, consistently achieving 7-day close cycles with zero carry-forward items
- Oversaw accounts payable and receivable processing for a \$50 million annual portfolio, maintaining 99.5% accuracy across 10 years of continuous operation
- Prepared board-level financial presentations including income statements, cash flow summaries, and balance sheets for 8 consecutive annual reviews

Accounting Clerk | Swift Business Services, Chicago, IL
April 2009 - July 2014

- Processed accounts payable and receivable for a \$50 million portfolio, maintaining reconciliation accuracy above 99% across 5-year tenure
- Assisted in preparing financial statements for 5 consecutive board presentations, supporting the CFO with data compilation and variance commentary
- Maintained detailed tax filing records for 100+ accounts, achieving zero late submissions or penalties over 5 years
- Reconciled 25+ general ledger accounts monthly, identifying and correcting 15-20 posting discrepancies per cycle

EDUCATION

Bachelor of Science in Accounting
University of Illinois, Chicago, IL | April 2009

CERTIFICATIONS

Certified Public Accountant (CPA), AICPA, February 2012
Certified Internal Auditor (CIA), IIA, September 2015