




Lydia Johnson

Accountant Assistant

Experienced accountant assistant with 10 years of expertise in budgeting support, financial statement preparation, and audit coordination. Proficient in GAAP compliance, payroll processing, and ledger reconciliation. Demonstrated ability to identify cost-saving opportunities and resolve financial discrepancies efficiently. Skilled in collaborating with senior accountants and auditors to ensure accurate, timely reporting across complex financial environments.

 Atlanta, GA , LinkedIn

 (123) 456-7890

 email@example.com

KEY SKILLS

- Budgeting support and expense tracking
- Financial statement preparation (GAAP)
- Tax document preparation and compliance
- Payroll processing and audit support
- General ledger reconciliation
- Accounts payable and receivable management
- Cost variance analysis and reporting
- QuickBooks and Microsoft Excel
- Cross-functional collaboration with audit teams

CERTIFICATIONS

- Certified Bookkeeper (CB), American Institute of Professional Bookkeepers , September 2017

PROFESSIONAL EXPERIENCE

ACCOUNTANT ASSISTANT | RIVERSTONE FINANCIAL GROUP , ATLANTA, GA

MARCH 2018 – PRESENT

- Supported monthly budgeting processes for a \$15 million operating budget, implementing meticulous tracking procedures that reduced departmental overspending by 15%
- Assisted in preparing GAAP-compliant financial statements for quarterly board presentations, covering income statements, balance sheets, and cash flow analyses
- Coordinated with external auditors during 5 annual reviews, preparing documentation and resolving discrepancies within agreed timelines
- Maintained compliance records for 3 regulatory agencies, ensuring zero late submissions over 6-year tenure
- Reconciled 20+ cost center accounts monthly, identifying and resolving posting errors within 24-hour turnarounds
- Collaborated with tax team to prepare supporting schedules for corporate filings, contributing to \$30K in identified deductions over 2 years

JUNIOR ACCOUNTING CLERK | ALLIED ACCOUNTS INC. , ATLANTA, GA

MAY 2015

- Processed biweekly payroll for 200+ employees, maintaining 100% accuracy across 3-year tenure and zero late payments
- Reconciled company expense reports across 5 departments monthly, identifying \$10,000 in recoverable costs through systematic variance review
- Filed federal and state tax documents for 50+ accounts annually, ensuring 100% compliance with filing deadlines
- Maintained detailed journal entry records for 3 fiscal years, supporting clean audit trails during annual external reviews

EDUCATION

- Bachelor of Science in Finance
Georgia State University, Atlanta, GA | May 2015