



NOAH WILLIAMS

Accountant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Quickbooks



Financial Project Management



Financial Research & Time Management



Performance Analysis



Financial Forecasting



INTERESTS

📖 Birdwatching 🧳 Traveling

🏠 Sports Coaching 🧶 Knitting

STRENGTHS

🔧 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

LANGUAGES



English



Dutch



Swahili

ACHIEVEMENTS

🌟 Successfully managed a \$15M annual budget, enhancing financial forecasting accuracy.

🌟 Streamlined financial reporting processes, reducing monthly close time by 20%.

PROFESSIONAL SUMMARY

Results-oriented Accountant with 10 years of comprehensive experience in financial reporting, compliance, and budget management. Skilled in enhancing operational efficiency through process improvement and detailed financial analysis. Dedicated to delivering high-quality financial insights that support strategic decision-making and organizational growth.

WORK EXPERIENCE

Accountant II

📅 Jan / 2019-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Managed unit owner receivables, ensuring timely collection of monthly assessments and other service fees.
2. Assisted in preparing a \$15M annual budget for a 1,460-unit condominium association, including a five-year capital expenditure plan.
3. Collaborated with financial management to generate accurate monthly financial statements.
4. Developed comprehensive management reports that highlight budget variances and financial performance.
5. Executed monthly bank reconciliations and oversaw month-end closing processes.
6. Monitored and reported on key performance indicators (KPIs).
7. Evaluated and summarized financial statements, including balance sheets and income statements, for management review.

Accountant

📅 Jan / 2015-Jan / 2019

Crescent Moon Design

📍 Portland, OR

1. Maintained an operational budgeting system and managed daily ledger maintenance for accurate financial records.
2. Presented financial reports during monthly budget meetings and committee discussions.
3. Investigated and rectified discrepancies in payroll, accounts payable, and fixed asset systems.
4. Engaged with property owners to ensure satisfaction with financial services and reporting.
5. Analyzed balance sheet accounts and prepared detailed reconciliation schedules.

EDUCATION

Bachelor of Science in Accounting

📅 Jan / 2012-Jan / 2015

University of Finance

📍 Phoenix, AZ

Completed comprehensive coursework in financial accounting, auditing, and taxation.