



EMMA JOHNSON

General Accounting Manager

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Results-oriented General Accounting Manager with 7 years of comprehensive experience in financial reporting, budgeting, and compliance. Skilled in optimizing accounting workflows and enhancing financial accuracy. Proven ability to lead teams in delivering strategic insights that drive organizational success and support robust financial management.

WORK EXPERIENCE

General Accounting Manager 📅 Apr / 2020-Ongoing
Pineapple Enterprises 📍 Santa Monica, CA

1. Prepare financial reports for stakeholders and management review.
2. Oversaw General Ledger responsibilities through the preparation of accurate financial statements.
3. Supervised a team of four in accounts payable, enhancing efficiency and accuracy.
4. Prepared and reviewed documentation for all customer invoices, ensuring timely billing.
5. Served as site implementation manager for an accounting system upgrade, revising the chart of accounts and enhancing reporting capabilities.
6. Ensure compliance with GAAP and other accounting standards.
7. Maintained the fixed asset module, calculating and recording monthly depreciation expenses.

General Accounting Manager 📅 Apr / 2018-Apr / 2020
Summit Peak Industries 📍 Denver, CO

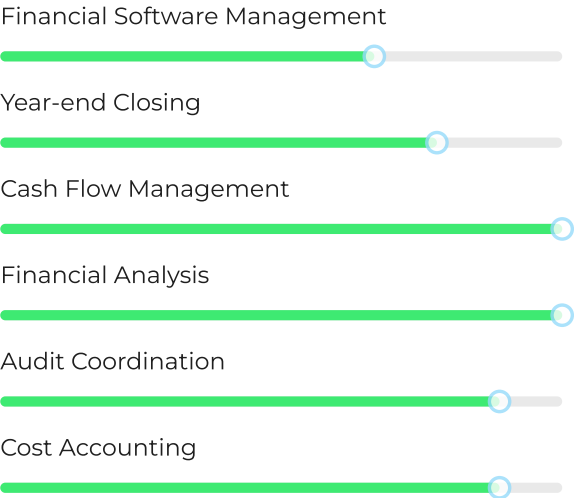
1. Supervised a team of 4, including a Senior Staff Accountant and two Staff Accountants, producing accurate monthly financial statements.
2. Ensured compliance with GAAP, reconciling balance sheet accounts by the 25th of each month.
3. Assisted in the quarterly balance sheet review process, ensuring timely filing of sales and use tax returns.
4. Managed payroll functions, acting as backup to the Payroll Manager for all payroll-related tasks.
5. Oversaw accounts receivable and payable functions for a national architectural firm, driving process improvements.
6. Acted as liaison to legal and CPA firms regarding financial information during Chapter 11 bankruptcy procedures.

EDUCATION

Bachelor of Science in Accounting 📅 Apr / 2016-Apr / 2018
University of California 📍 Toronto, ON

Comprehensive coursework in accounting principles, financial management, and auditing.

SKILLS



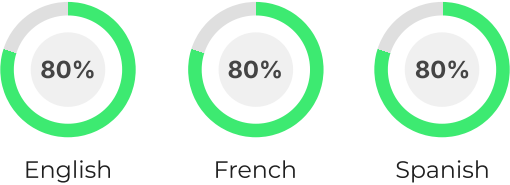
INTERESTS

- 🎧 Podcasts 🌐 Language Learning
🎵 Dancing 🚴 Cycling

STRENGTHS

- 🔧 Intuition 👥 Leadership
🎧 Listening 👤 Mentorship

LANGUAGES



ACHIEVEMENTS

- 🌟 Implemented a new accounting software system, reducing processing time by 30%.
- 🌟 Led a successful audit with zero discrepancies, enhancing compliance and financial integrity.