

Emily Chen

Accountant

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PROFESSIONAL SUMMARY

Detail-oriented Accountant with over 5 years of experience in financial reporting, reconciliations, and audit support. Proven track record of improving accuracy and streamlining processes to reduce month-end close time by 20%.

EXPERIENCE

Senior Accountant

2022 - Present

Pinnacle Financial Group

- Led month-end close process for a portfolio of 12 entities, reducing close time from 10 to 7 days by implementing standardized checklists and automation tools.
- Prepared and reviewed quarterly financial statements in compliance with GAAP, ensuring timely filing with regulatory bodies.
- Managed account reconciliations for high-volume cash, AR, and AP accounts, resolving discrepancies under \$50K within 48 hours.
- Collaborated with external auditors during annual audits, providing support for 100% of sample requests and reducing audit findings by 30%.

Staff Accountant

2019 - 2022

Apex Consulting LLC

- Processed 200+ invoices weekly and managed full-cycle AP, achieving 99.5% accuracy rate and on-time payments.
- Assisted in preparation of monthly budget vs. actual reports, identifying variance causes and recommending corrective actions.
- Reconciled intercompany accounts across 5 subsidiaries, ensuring timely elimination of balances and reducing discrepancies by 15%.
- Supported implementation of new ERP system, training 10 team members on data entry and reporting modules.

SKILLS

Core Skills: Financial Reporting, GAAP Compliance, Month-End Close, Account Reconciliation, QuickBooks, Advanced Excel, Accounts Payable/Receivable, Audit Support, ERP Systems (SAP, Oracle), Budgeting & Forecasting, Financial Analysis, Internal Controls

EDUCATION

Bachelor of Science in Accounting

2018

University of Pennsylvania