



STEPHEN GREET, CPA

Accountant

CONTACT

Brooklyn, NY 

(123) 456-7890 

stephen@beamjobs.com 

[BeamJobs](#) 

[LinkedIn](#) 

EDUCATION

MBA

Accounting

University of Pittsburgh

Pittsburgh, PA / 2016

Certified Public Accountant (CPA)

Bachelor of Arts

Accounting

University of Pittsburgh

Pittsburgh, PA / 2014

SKILLS

GAAP accounting principles

General ledger accounting

QuickBooks

Excel (v-lookups, pivot tables, etc..)

Auditing

Tax accounting

Expense reporting

CAREER OBJECTIVE

Certified Public Accountant (CPA) with 4+ years of experience in public accounting and financial auditing. Looking for an opportunity in a fast growing company to build out best accounting practices and make accounting a competitive advantage within the organization.

WORK EXPERIENCE

Senior Accountant

Community Center of Staten Island / Feb 2019 - current / Staten Island, NY

- Managed a portfolio of government and private foundation grants totaling over \$7M annually
- Worked closely with program management on budgets, programs, and financial reporting to ensure adherence to US GAAP
- Owned monthly analysis of general ledger reconciliation and performed adjustments as needed
- Led development and analysis of agency-wide budget to reach 25% more community members YoY
- Streamlined the preparation and review of the general ledger through automation saving over 33 hours of manual work monthly

Accountant

HLW / Aug 2016 - Feb 2019 / New York, NY

- Analyzed balance sheet accounts and posted monthly journal entries in accordance with US GAAP
- Performed monthly bank reconciliations and general ledger account analyses for assets worth over \$15M
- Maintained cash basis financials used to generate partner K-1s
- Owned the maintenance and tracking of inter-company loan schedules to ensure all deadlines were met
- Ensured proper GL coding of expense reports for bank and credit card reconciliations
- Coached and on-boarded 3 junior accountants