Amanda Billings

10 Paper Road • Milltown, MA 70543 • (555) 123-1234 • amanda\_billings@email.com

ACCOUNTING MANAGER

Highly organized and diligent professional drawing upon ten years of experience in accounting and finance to contribute to smooth and productive operations. Collaborate cross-functionally across organizational levels to build consensus, track benchmark achievement, and troubleshoot emerging issues.

*- Core Competencies -*

|  |  |
| --- | --- |
| * Bookkeeping: AP, AR, Account Reconciliations, Payroll
* Oral and Written Communications
* Federal and State Tax Preparation
 | * Office Administration
* Positive Teamwork and Collaboration
* QuickBooks and Microsoft Office Suite
 |

PROFESSIONAL EXPERIENCE

**Barclay Professional Accounting Services, Inc.,** Milltown, MA

*Practice Manager* (October 2014 – Present)

Handle and optimize all administrative operations for 7-physician medical practice. Scope of responsibilities includes: accounts receivable / payable, accounting, budget review, and preparation of financials for CPA. *Selected Contributions:*

* Eliminated backlog in financial reporting responsibilities within **25 days of initial hiring**.
* Successfully project-managed acquisition and installation of state-of-the-art healthcare billing software that reduced errors **by 30%.**

**Reddington Hardware**, Wellington, MA

*Accountant* (August 2008 – October 2014)

Skillfully performed all office accounting tasks for small hardware store. Gathered and analyzed financial data, and processed accounts payable, accounts receivable, and payroll for workforce of 35 personnel. *Selected Contributions:*

* Created monthly and annual budget and forecast reports that contributed to a **5% decrease in annual expenditures**.
* Migrated accounting system to a new software provider and integrated all accounting, bookkeeping, tax, and payroll functions into the new system.

EDUCATION & CREDENTIALS

**Vermont State College**, Rutland, VT

Bachelor of Science in Accounting, 2007

*Graduated Magna cum Laude*