



Luke Acosta

Accounting Manager

☎ (217) 555-1234 ✉ luke.acosta@example.com

🌐 linkedin.com/in/lukeacosta 📍 Springfield, IL 62704

SUMMARY

Detail-oriented Accounting Manager with over 4 years in Client Accounting Services, focusing on team leadership and operational efficiency. Proven ability to manage accounting teams while upholding high standards of confidentiality and developing client relationships within the hospitality industry. Skilled in QuickBooks Online, streamlining financial processes, and improving accuracy. Strong communication abilities facilitate effective client interactions through email and video conferencing. Committed to promoting a collaborative work environment, motivating teams towards excellence, and delivering exceptional service that helps clients achieve financial success.

EXPERIENCE

Accounting Manager

Fintech Solutions 📅 January 2024 - Present 📍 Champaign, IL

Accounted for extensive oversight of daily operations, leading a team of 10 accountants and bookkeepers. Spearheaded training programs that improved proficiency in QuickBooks Online, essential for improving efficiency and accuracy across accounting practices.

- Implemented integrations of new automation tools that increased operational efficiency.
- Conducted regular reviews of financial documents, ensuring compliance with company protocols.
- Fostered strong client relationships through consistent communication and support via digital platforms.
- Streamlined payroll processes, cutting down errors by optimizing verification methods.
- Created strategies for operational benchmarks that improved team productivity and accountability.
- Mentored staff, facilitating an environment of continuous learning and performance improvement.

Senior Accountant

Accounting Innovations 📅 June 2021 - December 2023 📍 Peoria, IL

Managed multiple facets of accounts, contributing to better service quality and timely reporting. In a role requiring critical thinking, ensured every department aligned with organizational goals through financial accuracy and client communications.

- Overhauled accounts payable processes, enhancing accuracy in vendor invoicing management.
- Prepared monthly financial reconciliations to present insightful reports for management.
- Trained junior accountants, thereby improving the overall team grasp of stringent accounting practices.
- Identified and executed procedural improvements that elevated service delivery significantly.
- Key participant in preparing necessary documentation for year-end audits ensuring thorough compliance.
- Initiated stakeholders meetings focused on achieving the profitability targets effectively.

Junior Accountant

Precision Accounting Services 📅 March 2020 - May 2021 📍 Normal, IL

Supported senior accountants in maintaining accurate financial records while working closely with clients. Enhanced their practical skills in one-on-one settings, advocating for teamwork in dynamic project environments.

- Assisted in the payroll process by verifying timesheets, helping maintain scheduled wage payments.
- Gained hands-on experience with QuickBooks Online, elevating the team's financial reporting capabilities.
- Contributed proactively to tax filing preparations under mentorship from seasoned professionals.
- Participated actively in monthly review discussions to communicate ongoing projects' progress.
- Engaged in continued education focused on regulatory changes affecting accounting practices.

STRENGTHS

- 👥 **Effective Leadership**
Enabled cross-functional collaboration while motivating my team to achieve shared goals and excel in personal roles.
- 💬 **Strong Communication**
Facilitated clear information exchange between clients and teams, ensuring alignment from vision to execution.
- 🔧 **Problem-Solving Skills**
Proactively identified challenges, providing viable solutions that benefited both clients and internal processes.
- 🤝 **Client Relationship Builder**
Developed lasting connections with clients through genuine understanding of their unique financial needs.
- 📊 **Analytical Thinking**
Drove insights by analyzing data thoroughly, aiding management in making informed decisions and strategic adjustments.

SKILLS

QuickBooks Online

Financial Reporting

Team Leadership

Payroll Management

Accounts Payable/Receivable

Process Improvement

Client Relations

Regulatory Compliance

Data Analysis Auditing Practices

Tax Preparation

Project Management

Communication Skills

Time Management

Operational Efficiency

LANGUAGES

English Native

Spanish Proficient

MY CAREER



Accounting Manager at Fintech Solutions (2.6 Years)

Senior Accountant at Accounting Innovations (2.5 Years)

Junior Accountant at Precision Accounting Services (1.2 Years)

- Encouraged open feedback sessions fostering team cohesion and shared growth objectives.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois, 2018-2020
- Received Excellence in Bookkeeping, Precision Accounting Services, 2021

EDUCATION

Bachelor's Degree in Accounting

University of Illinois GPA: 3.5 2020 Champaign, IL

Coursework: Financial Reporting, Auditing Principles, Managerial Accounting, Tax Fundamentals

CERTIFICATIONS

- QuickBooks Online Level II Certification 2024
- Certified Public Accountant (CPA) 2025

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks Online, Xero, FreshBooks
- **Reporting Tools:** Microsoft Excel, Tableau, Google Data Studio
- **CRM Systems:** Salesforce, HubSpot, Zoho CRM
- **Compliance Standards:** GAAP, IFRS, IRS Regulations
- **Communication Platforms:** Zoom, Microsoft Teams, Slack
- **Payroll Processing Tools:** ADP, Paychex, Gusto
- **Efficiency Apps:** Bill.com, Expensify, Kabbage
- **Performance Tracking:** KPI Dashboards, OKR Frameworks, Lean Six Sigma
- **Procurement Systems:** Coupa, Ariba, SpendHQ
- **Learning & Development Tools:** Lynda.com, Coursera, LinkedIn Learning

PROFESSIONAL AFFILIATIONS

- President, Accounting Club, University of Illinois, 2019-2020
- Volunteer, Financial Literacy Program, 2020

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST