

Joshua Ho

Junior Property Accountant

📞 (303) 555-1234

✉️ joshua.ho@example.com

🌐 linkedin.com/in/joshua-ho

📍 123 Maple St, Denver, CO 80203

STRENGTHS

- 🧠 **Analytical Thinker**
Brought data-driven analysis to projects, uncovering important insights that guided effective decisions.
- 🔍 **Detail-Oriented**
Ensured financial records adhered to high accuracy standards, supporting reliable reporting and robust audits.
- 👥 **Team Player**
Actively collaborated with teammates during projects, fostering a positive and productive work environment.
- 🗣️ **Effective Communicator**
Conveyed complex financial concepts clearly, making them accessible for various audiences.
- 💡 **Proactive Learner**
Consistently sought new opportunities for growth and development, laying a solid foundation for career progression.

SKILLS

GAAP Compliance

Financial Reporting

Microsoft Office Data Analysis

Attention to Detail

Team Collaboration

Journal Entries Excel Proficiency

Bank Reconciliation

General Ledger Management

Tax Data Management

Financial Performance Insights

Regulatory Compliance

Mock Audit Preparation

SUMMARY

Dynamic accounting professional, eager to contribute expertise in financial reporting and analysis. Strong background includes journal entry preparation, bank reconciliations, and general ledger management under GAAP compliance. Collaborative approach enhances team performance while delivering actionable insights into financial narratives. Experience includes managing simulated property accounts, where resolving variances accelerated project outcomes. Passionate about ensuring compliance and continuous process improvements that foster better decision-making within organizations. Committed to streamlining workflows and elevating the standard of financial documentation to drive business success. Ready to take on new challenges at The Insight Group.

EXPERIENCE

Junior Property Accountant

University Project 📅 January 2025 - Present 📍 Denver, CO

Functioning as a Junior Property Accountant in a simulated environment, focusing on financial reporting for a fictional property management firm. Collaborated effectively with peers to enhance knowledge of accounting operations and analyze financial performance metrics. Engaged with key data verification processes and compliance activities.

- Executed detailed financial simulations by developing monthly journal entries reflecting actual industry practices.
- Conducted thorough bank reconciliations ensuring accuracy and compliance with GAAP principles.
- Reviewed GL coding for accuracy and processed necessary reclass entries, which improved overall reporting efficiency.
- Provided analysis on financial performance based on project findings, contributing valuable insights leading to effective presentations.
- Maintained tax data within ITAM software, adhering to recommendations for stronger financial controls.
- Organized documentation in preparation for mock audits, demonstrating unwavering attention to detail and collaboration.

Research Assistant

Academic Research 📅 September 2024 - December 2024 📍 Denver, CO

Engaged in research focused on property accounting, emphasizing sound financial reporting strategies and regulatory compliance. Provided analytical insights through data evaluation and contributed to comprehensive research deliverables.

- Supported research initiatives evaluating property accounting trends, crucial for effective reporting methodologies.
- Analyzed complex datasets to identify emerging trends, providing significant contributions to the research documentation process.
- Collaborated with researchers to present findings, sharpening presentation skills and reinforcing team synergy.
- Participated actively in literature reviews, enriching understanding of accounting standards and enhancing academic outputs.
- Drafted sections of critical research papers, fine-tuning writing clarity and detail in financial contexts.
- Contributed as a peer reviewer, enhancing document quality through constructive feedback sessions with colleagues.

LEADERSHIP & AWARDS

- Dean's List, University of Denver, 2023-2025
- First Place, University Accounting Challenge, 2024

Data Visualization

Variance Analysis

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Junior Property Accountant
at University Project (1.5 Years)

● Research Assistant at
Academic Research (3 Months)

EDUCATION

Bachelor's Degree in Accounting

University of Denver 🎓 GPA: 3.7 📅 2025 📍 Denver, CO

Coursework: Financial Reporting, Taxation, Auditing, Cost Accounting

CERTIFICATIONS

- Microsoft Excel Certification 📅 2025
- Introduction to Accounting Principles - Coursera 📅 2025

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Xero, FreshBooks
- **Data Analysis Tools:** Tableau, Excel, R
- **Reporting Standards:** GAAP, IFRS, ASC
- **Presentation Tools:** PowerPoint, Prezi, Google Slides
- **Project Management Tools:** Asana, Trello, Microsoft Project
- **Database Systems:** MySQL, SQL Server, Oracle
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Statistical Analysis Software:** SPSS, SAS, MATLAB
- **Cloud Computing Platforms:** AWS, Microsoft Azure, Google Cloud
- **Documentation Tools:** Confluence, SharePoint, JIRA

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, University of Denver
- Volunteer Tutor, Financial Literacy Program, 2024-2025

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST