

Cohen Chambers

Junior Staff Accountant

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📍 123 Main St, Springfield, IL 62701

STRENGTHS

- 🎯 **Attention to Detail**
Strong focus on accuracy enables swift identification of discrepancies, improving overall record reliability.
- 💡 **Analytical Problem Solver**
Proficient in analyzing complex data sets, resulting in meaningful insights essential for informed decision-making.
- 👥 **Team Collaboration**
Easily building rapport with teams promotes seamless information exchange and supports collective goals.
- 💬 **Effective Communicator**
Ability to convey intricate concepts clearly facilitates better understanding among all stakeholders involved.
- ⚡ **Adaptability**
Capability to adjust strategies swiftly in response to changes maximizes productive outcomes in dynamic environments.

SKILLS

General Accounting
Financial Reporting
Data Reconciliation
Accounts Payable
Accounts Receivable
MIP Accounting Software
Microsoft Excel
Communication Skills
Audit Preparation
Bank Reconciliation
Financial Statements
Team Collaboration
Document Organization

SUMMARY

Enthusiastic Junior Accountant with two years in financial management at non-profit organizations. Expertise includes maintaining financial records, verifying transactions, and generating reports for accurate tracking of organizational assets and liabilities. Developed a knack for utilizing accounting software like MIP effectively to enhance productivity while ensuring compliance with regulations. Collaborated closely with multi-disciplinary teams to foster clear communication and transparency, supporting both operational efficiency and fiscal accountability. Ready to contribute to a mission-driven organization focused on positive community impact and financial accessibility.

EXPERIENCE

Junior Accountant

Community Support Services 📅 June 2024 - Present 📍 Chicago, IL

Oversees financial activities within a non-profit framework, focusing on compliance and accuracy in records management. Demonstrates strategic input during monthly and annual reporting cycles and fosters collaborative teamwork.

- Maintained comprehensive financial records covering all assets, liabilities, and profit/loss areas, ensuring adherence to applicable standards.
- Verified daily cash transactions through meticulous reconciliations, guaranteeing financial integrity across all operations.
- Entered and processed journal entries in the MIP accounting system, optimizing both accounts receivable and payable results.
- Assisted with month-end and year-end closing procedures, streamlining report preparation for stakeholder reviews.
- Collaborated with teams to prepare documentation necessary for audits, enhancing organizational transparency and trust.
- Utilized advanced features of Microsoft Excel and accounting software to improve reporting processes and operational efficiencies.

Accounting Intern

Helping Hands Non-Profit 📅 January 2024 - May 2024 📍 Chicago, IL

Provided critical support in various accounting functions, chiefly financial record maintenance, bank reconciliation, and statements preparation, contributing positively to the overall operational health of the organization.

- Supported the accounting department by creating and updating designated financial records, fostering accuracy in reporting outputs.
- Charged with bank account reconciliations and validating cash transactions daily, leading to minimized errors overall.
- Contributed significantly to the preparation of grant billing reports that met stringent deadline requirements.
- Played an essential role in month-end close, facilitating timely reporting for analysis.
- Ensured organized financial recordkeeping accessible for auditing phases, aiding staff efficiency.
- Engaged with college project teams actively working on financial literacy initiatives, establishing strong audience connections.

LEADERSHIP & AWARDS

- Dean's List, Springfield Community College (2024)
- Outstanding Contributor Award, Helping Hands Non-Profit (2024)

EDUCATION

Associate Degree in Business Administration

Springfield Community College 🎓 GPA: 3.5 📅 2026 📍 Springfield, IL

Cash Management

Report Generation

Problem Solving

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Junior Accountant at Community Support Services (2.1 Years)
- Accounting Intern at Helping Hands Non-Profit (4 Months)

Coursework: Accounting Principles, Financial Management, Tax Accounting, Business Ethics

CERTIFICATIONS

- Certified Bookkeeper 📅 2026
- Fundamentals of Accounting Certificate 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** MIP, QuickBooks, Xero
- **Spreadsheet Tools:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Financial Frameworks:** GAAP, IFRS, CMA Standards
- **Taxation Tools:** TurboTax, H&R Block Software, ProSeries
- **Reporting Systems:** Custom Reporting Features, Dashboards, Data Analysis Tools
- **Communication Platforms:** Zoom, Slack, Microsoft Teams
- **Auditing Procedures:** Internal Audits, Compliance Checks, External Audits
- **Document Management:** DocuSign, Adobe Acrobat, FileMaker
- **Collaborative Tools:** Asana, Trello, SharePoint
- **Banking Software:** Online Banking Portals, Cashflow Manager Apps, Finance Trackers

PROFESSIONAL AFFILIATIONS

- Treasurer, Student Accounting Society, Springfield Community College (2025)
- Volunteer, Financial Literacy Program, Helping Hands Non-Profit (2024)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST