

Cohen Chambers

(217) 555-0123 cohen.chambers@example.com
linkedin.com/in/cohenchambers 123 Main St, Springfield, IL 62701

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 June 2024 - Present
Community Support Services 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 January 2024 - May 2024
Helping Hands Non-Profit 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 2026
Springfield Community College GPA: 3.5 Springfield, IL
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

SKILLS

- General Accounting
- Accounts Receivable
- Audit Preparation
- Document Organization
- Financial Reporting
- MIP Accounting Software
- Bank Reconciliation
- Cash Management
- Data Reconciliation
- Microsoft Excel
- Financial Statements
- Report Generation
- Accounts Payable
- Communication Skills
- Team Collaboration
- Problem Solving

PROFESSIONAL AFFILIATIONS

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

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST