

Daniel Thompson

☎ (312) 555-0249 ✉ daniel.thompson@example.com 🔗 linkedin.com/in/danielthompson 📍 4502 Oak Lane, Chicago, IL 60616

SUMMARY

Detail-oriented accounting professional with over four years of experience in financial accounting and recordkeeping. Proficient in QuickBooks and skilled in data analytics and financial reporting, strong foundation in managing billing processes and ensuring compliance with accounting standards. Demonstrated success in maintaining accurate financial records, performing monthly reconciliations, and supporting client relationships through effective communication and problem-solving. Thrive in collaborative environments, dedicated to continuous improvement and learning. Eager to leverage analytical skills and attention to detail in a challenging accounting role while contributing to team success and operational efficiency.

EXPERIENCE

Staff Accountant

July 2022 - Present

Deloitte

Chicago, IL

Manage premium payments, enhance billing accuracy, maintain meticulous financial records. Collaborate directly with clients addressing inquiries, ensuring clarity. Perform monthly reconciliations while supporting onboarding processes effectively.

- Conduct monthly billing audits, addressing discrepancies promptly and professionally.
- Assist accounts payable and support refund processing as required.
- Maintain open lines of communication with clients, brokers, and vendors regarding billing matters.
- Participate in new client implementations ensuring seamless integration and smooth operations.

Junior Accountant

August 2019 - June 2022

PwC

Chicago, IL

Supported financial audits, analyzed financial statements alongside senior accountants. Actively assisted client queries, enhancing client trust through prompt responses. Developed proficiency in QuickBooks during hands-on training.

- Collected and organized financial reports, ensuring thoroughness and accuracy.
- Facilitated reconciliation processes leading to improved operational workflow.
- Built strong relationships with clients fostering satisfaction and reliability.
- Assisted in data entry procedures streamlining overall bookkeeping practices.

Accounting Intern

May 2018 - August 2019

Grant Thornton

Chicago, IL

Gained foundational accounting experience while working under seasoned professionals. Supported various accounting functions that included preparing financial documents and assisting in reconciliations.

- Prepared bank deposits, accurately processed incoming payments enhancing revenue tracking.
- Assisted in daily financial transaction recording laying groundwork for accurate reporting.
- Conducted research on various accounting best practices strengthening my technical knowledge.
- Contributed to monthly postings aiding the finance department efficiently.

PORTFOLIO

Title: Professional Portfolio

Link: Online

Description: showcases previous projects and financial contributions detailing multi-departmental collaboration.

LEADERSHIP & AWARDS

- Recipient of the Outstanding Volunteer Award for dedication to community education programs.
- Achieved Employee of the Month recognition for exemplary performance and teamwork.

EDUCATION

Bachelor's Degree in Accounting

2019

University of Illinois Chicago GPA: 3.8

Chicago, IL

Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing

CERTIFICATIONS

- Certified Public Accountant (CPA) 📅 2024
- QuickBooks Certification 📅 2022

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Xero, Sage
- **Data Analytics Tools:** Tableau, Microsoft Power BI, R
- **Project Management Systems:** Asana, Trello, Monday.com
- **Spreadsheet Applications:** Microsoft Excel, Google Sheets, Numbers
- **Compliance Software:** ADP, Gusto, Paychex
- **Report Generation Tools:** Crystal Reports, SSRS, JasperReports
- **Database Management:** SQL, Oracle, Access
- **Cloud Storage:** Google Drive, Dropbox, OneDrive
- **Presentation Software:** Microsoft PowerPoint, Google Slides, Prezi
- **Email Communication:** Outlook, Gmail, Yahoo Mail

SKILLS

- Financial Reporting
- Invoice Processing
- Problem Solving
- Tax Filing
- Data Analysis
- Reconciliation
- Attention to Detail
- Audit Support
- QuickBooks
- Billing Management
- Microsoft Excel
- Transaction Recording
- Accounts Payable
- Client Communication
- Financial Compliance
- Cost Accounting

PROFESSIONAL AFFILIATIONS

- Member of the Illinois CPA Society, actively participating in networking events.
- Volunteer with local non-profits providing financial literacy workshops.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST