

# Daniel Thompson

## Staff Accountant 1

📞 (312) 555-0249 ✉️ daniel.thompson@example.com

🌐 [linkedin.com/in/danielthompson](#) 📍 4502 Oak Lane, Chicago, IL 60616

### STRENGTHS

- 📊 **Analytical Skills**  
Develops insights from complex data, enabling better decision-making processes in finance.
- 👁️ **Attention to Detail**  
Recognized for consistently identifying errors; my focus prevents costly mistakes.
- 🗣️ **Communication**  
Able to convey complex financial information clearly to clients, building confidence.
- 🕒 **Time Management**  
Effectively prioritize tasks under tight deadlines, ensuring timely completion.
- 👥 **Team Collaboration**  
Thrives in team settings; colleagues often seek input for challenging financial issues.

### SKILLS

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

### LANGUAGES

English Native

### 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

Deloitte 📅 July 2022 - Present 📍 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

PwC 📅 August 2019 - June 2022 📍 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

Grant Thornton 📅 May 2018 - August 2019 📍 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.

## MY CAREER



● Staff Accountant at Deloitte (3.8 Years)

● Junior Accountant at PwC (2.8 Years)

● Accounting Intern at Grant Thornton (1.2 Years)

## 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

University of Illinois Chicago 🎓 GPA: 3.8 📅 2019 📍 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

## PROFESSIONAL AFFILIATIONS

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

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST