

Pooja Huff

📞 (214) 555-1234 ✉️ pooja.huff@example.com 💼 linkedin.com/in/poojahuff 📍 Dallas, TX 75201

SUMMARY

Detail-oriented accounting professional with over three years of experience in financial operations including general ledger maintenance, account reconciliation, and financial reporting. A proven track record supports management decision-making through precise data analysis. Knowledgeable about GAAP compliance and internal controls, focusing on improving accounting efficiency. Skilled at collaborating with cross-functional teams for business objectives and streamlining financial operations while ensuring accurate record-keeping and timely reporting. Eager to contribute valuable insights from experience to support operational excellence in a new role.

EXPERIENCE

Junior Accountant

Greenwood Hotel Group

June 2025 - Present

Dallas, TX

- Serves as Junior Accountant overseeing the hotel's daily financial operations, maintaining accurate records, and delivering comprehensive financial reports to management.
- Prepare and post daily journal entries demonstrating a keen attention to detail and \$100K+ in monthly transactions.
 - Reconcile bank and credit card accounts effectively, uncovering discrepancies and enforcing corrective measures for integrity.
 - Collaborate closely with management during month-end close processes, preparing reliable financial statements for strategic decisions.
 - Generate performance reports on occupancy, revenue metrics, providing valuable insights for executive leadership.
 - Support both internal and external audit processes by supplying essential documentation and transparency according to GAAP standards.
 - Identify improvement opportunities in procedures that enhance accuracy and efficiency across accounting operations.

Accounting Assistant

Silver Oaks Resort

January 2024 - May 2025

Irving, TX

- Provided crucial support within the accounting team, managing both accounts payable and receivable functions to ensure steady financial operations.
- Assisted with monitoring outstanding customer balances and efficiently processed invoices for group events, optimizing cash flow.
 - Reviewed vendor invoice approvals thoroughly, enhancing processing time for payments and upstream workflows.
 - Maintained meticulous vendor files including W-9 documentation ensuring adherence to best practices in vendor management.
 - Participated in budgeting activities that shaped future financial plans, aligning departmental goals with corporate strategy.
 - Facilitate payroll-related reconciliations against the general ledger, contributing to smooth operational execution.
 - Enhanced accounting processes by consistently seeking out areas for improvement, yielding significant operational gains.

LEADERSHIP & AWARDS

- Recognized as Employee of the Month for exceptional accuracy and support during high-traffic financial periods.
- Achieved certification as a Certified Bookkeeper furthering commitment to professional excellence in the accounting domain.

EDUCATION

Bachelor of Science in Accounting

University of Texas at Dallas

GPA: 3.8

2026

Richardson, TX

Coursework: Financial Reporting, General Ledger Management, Budgeting and Forecasting, Internal Controls

CERTIFICATIONS

- Certified Bookkeeper 📅 2025

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, Sage Intacct, Microsoft Excel
- **Reporting Tools:** Crystal Reports, Tableau, Microsoft Power BI
- **Compliance Standards:** GAAP, IFRS, Tax Regulations
- **Payment Systems:** PayPal, Stripe, ACH Transactions
- **Database Management:** SQL, Microsoft Access, Oracle
- **Payroll Systems:** ADP, Paychex, Gusto
- **Documentation Tools:** Microsoft Word, Google Docs, Confluence
- **Financial Analysis Tools:** RMS, WyseKey, CoStar

- **Project Management Tools:** Asana, Trello, JIRA
- **Communication Tools:** Slack, MS Teams, Zoom

SKILLS

- General Ledger Management
- Account Reconciliation
- Financial Reporting
- GAAP Compliance
- Accounts Payable
- Accounts Receivable
- Budgeting
- Forecasting
- Payroll Processing
- Internal Controls
- Cash Flow Management
- Variance Analysis
- Audit Support
- Vendor Relations
- Financial Analysis

PROFESSIONAL AFFILIATIONS

- Member of American Institute of Certified Public Accountants (AICPA), staying current with industry trends and regulations.
- Active participant in local finance seminars and workshops, fostering connections within the accounting community.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST