



Pooja Huff

Staff Accountant

☎ (214) 555-1234 ✉ pooja.huff@example.com

🌐 linkedin.com/in/poojahuff 📍 Dallas, TX 75201

STRENGTHS

- 🗨️ **Proactive Communicator**
Frequently liaised with department heads to clarify financial queries, boosting collaborative relations across teams.
- 📊 **Analytical Thinker**
Regularly analyzed accounts affected by variances, developing strategies for trend identification which improved forecasts.
- 👁️ **Detail-Oriented**
Maintained accuracy in financial documentation that gained trust from management and resulted in smoother audits.
- 👥 **Results-Focused Team Player**
Worked alongside colleagues to continuously develop financial literacy, fostering a knowledgeable accounting environment.
- 🔄 **Adaptability**
Responded successfully to evolving priorities and changing deadlines within fast-paced environments.

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

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.

Vendor Relations

Financial Analysis

LANGUAGES

English

Native

Spanish

Intermediate

MY CAREER



● Junior Accountant at Greenwood Hotel Group (1.2 Years)

● Accounting Assistant at Silver Oaks Resort (1.3 Years)

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

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST