



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