

Matthew Rippin

168 Archibald St. Cincinnati, OH 45244
(912) 555-8190

OBJECTIVE: Accountant

SUMMARY OF QUALIFICATIONS:

- ACCOUNTANT
 - Maintained accounts payable records.
 - Filed developing capital project procedures and audit controls.
 - Developed and maintained capital project files.
 - Reviewed capital projects purchases.
 - Assisted in development of computer programs for maintaining capital projects.

- ACCOUNTING CLERK
 - Reconciled various expenditure reports to source documents.
 - Reviewed procurement documents and invoices for accuracy.
 - Prepared routine entries and posted financial transactions.
 - Reconciled entries and internal ledgers to financial system reports.
 - Assisted in preparation of financial statements.

EXPERIENCE:

- **1999 - Present**
Accounting Clerk
Johansen & Sons Athens, OH

Responsible for all basic accounting functions. Coordinated distribution of invoices and classified transactions.

- **1992 – 1997**
Assistant Accounting Clerk
Giant Food Stores Akron, OH

Reported directly to the CEO. Handled all corporate financial transactions. Drafted quarterly and annual financial statements

EDUCATION:

B.S. ACCOUNTING **Beloit College**, Beloit WI Graduated Suma Cum Laude.

REFERENCES: Available upon request.