

# ***RICHARD ANDERSON***

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(123)-456 7890.

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## *OBJECTIVE*

Seeking a position as an Accounting Assistant where extensive experience will be further developed and utilized.

## *CAREER PROFILE*

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

## *EXPERIENCE*

### ***Accounting Assistant 2000 – Present***

Glen Dara Construction Co., Cambridge, MA

- Performed accounts payable functions for construction expenses.
- Managed vendor accounts, generating weekly on demand cheques.
- Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Created budgets and forecasts for the management group.
- Ensured compliance with accounting deadlines.
- Prepared company accounts and tax returns for audit.
- Coordinated monthly payroll functions for 200+ employees.
- Liaised with bankers, insurers and solicitors regarding financial transactions.

### ***1997 – 2000***

### ***Accounting Assistant***

Stonepark Web Design Inc., Boston, MA

- Managed accounts payable, accounts receivable, and payroll departments.
- Generated budgets and forecasts on a quarterly basis and presented to the management team.
- Reported on variances in quarterly costing reports.
- Prepared annual company accounts and reports.

- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.
- Monitored and recorded company expenses.

**1995 – 1997**

***Administrative Assistant***

Lancer Industries, Copley, Boston, MA

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.
- Provided telephone support.
- Scheduled client appointments and maintained up-to-date confidential client files.

**EDUCATION**

***BS in Computer Science***

Boston College, Boston, MA (1999 – 2001)

***BS in Accounting***

Boston University, Boston, MA (1992 – 1995)

**COMPUTER SKILLS**

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP  
and Microsoft Office XP Professional.

**REFERENCES**

- AVAILABLE UPON REQUEST -