**Alan Little**

Knoxville, TN 37918  37918, Knoxville, TN

(555) 555-5555 | example@example.com

***Professional Summary***

**Detail-oriented accountant with six years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures.**

***Skills***

|  |  |
| --- | --- |
| * Intuit QuickBooks specialist
* Account reconciliation specialist
* Tax accounting specialization
* SAP expertise
 | * Invoice coding familiarity
* Excellent managerial techniques
* Analytical
* Detail-oriented
 |

***Work History***

**CPA Consulting Group PLLC**

*Accountant | Nashville, TN | August 2019 - Current*

* Create budgets and forecasts for the management group to meet regular accounting deadlines.
* Manage entire accounting cycle, including gathering information, preparing documents, finalizing reports, and closing books.
* Conduct a detailed technical and analytical review of federal/state corporate, partnership, and S corporation tax returns, FAS 109 provisions, and quarterly estimates prepared by 32 associates.

**TH&W CPA's**

*Accountant Assistant | Murfreesboro, TN | April 2016 - August 2019*

* Answered over 20 phone calls regarding financial matters such as payments due each day.
* Provided clerical support to all accounting professionals in the department.
* Monitored the status of accounts receivable and payable to facilitate prompt processing.

**PHB CPAs**

*Accountant Intern | Nashville, TN | April 2015 - April 2016*

* Balanced reports to submit for approval and verification.
* Completed financial statements to inform three managers and 16 stakeholders.
* Gained knowledge of accounting principles and standards and general business practices to evaluate financial data and transactions.

***Education***

Bachelor of Science Accounting

Lipscomb University

*Nashville, TN*