# Bank Accountant Resume Template

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**Objective:**

To obtain a position of Bank Accountant where I can utilize my accounting skills and be an asset to the company

**Summary of Qualifications:**

* Experienced in quality system reviews and financial reporting
* Possesses strong, analytical and problem solving skills with the ability to make well thought out decisions
* Detail-oriented, efficient and organized
* Handled various accounting tasks with diligence
* Proficient and qualified accounting professional, strong knowledge of accounting principles
* Excellent communications and public relations skills
* Excellent analysis and observation skills in order to ensure that final report is error free

**Career Experiences:**

2008-2011: **Bank Accountant**: City Bank: Denver

* Preparation and making entries to ledgers and journals
* Tracking cash inflow and outflow of the bank
* Maintaining the daily minimum bank balance
* Presenting reports of cash flows of the bank to the management
* Preparing monthly financial statements
* Review and ensure that entries are accurately done in compliance to bank rules
* Prepare details of tax of the bank
* Document all financial transactions of the bank

2003-2007: **Assistant Accountant**: Welsh and Dews Construction Co.; Denver

* Performed accounts payable transactions for construction expenditures
* Assist in management of financial department with responsibility of budgets, payrolls, accounts payable and receivable
* Ensured compliance with accounting guidelines
* Coordinated monthly payroll transactions of employees
* Monitored financial transactions of the company
* Liaised with insurers and bankers related to financial transactions
* Handled other accounting tasks assigned

**Education:** 1999-2002: Bachelor of Science in Accounting; Durham University, England

Professional references would be furnished upon request.