

Ronna Jackson, CPA

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(123) 456-7890

Brooklyn, NY

Certified Public Accountant (CPA) with 4+ years of experience in public accounting and financial auditing. Looking for an opportunity in a fast growing company to build out best accounting practices and make accounting a competitive advantage within the organization.

WORK EXPERIENCE

Community Center of Staten Island - Senior Accountant

Feb 2019 - current

Staten Island, NY

- Managed a portfolio of government and private foundation grants totaling over \$7M annually
- Worked closely with program management on budgets, programs, and financial reporting to ensure adherence to US GAAP
- Owned monthly analysis of general ledger reconciliation and performed adjustments as needed
- Led development and analysis of agency-wide budget to reach 25% more community members YoY
- Streamlined the preparation and review of the general ledger through automation saving over 33 hours of manual work monthly

HLW - Accountant

Aug 2016 - Feb 2019

New York, NY

- Analyzed balance sheet accounts and posted monthly journal entries in accordance with US GAAP
- Performed monthly bank reconciliations and general ledger account analyses for assets worth over \$15M
- Maintained cash basis financials used to generate partner K-1s
- Owned the maintenance and tracking of inter-company loan schedules to ensure all deadlines were met
- Ensured proper GL coding of expense reports for bank and credit card reconciliations
- Coached and on-boarded 3 junior accountants

EDUCATION

University of Pittsburgh - MBA, Accounting

2016

Pittsburgh, PA

Awards: Certified Public Accountant (CPA)

University of Pittsburgh - Bachelor of Arts, Accounting

2014

Pittsburgh, PA

SKILLS

GAAP accounting principles; General ledger accounting; QuickBooks; Excel (v-lookups, pivot tables, etc.); Auditing; Tax accounting; Expense reporting