

# Accountant Resume for College

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## **Jane Smith**

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## **Objective**

Detail-oriented and analytical accountant with over 7 years of experience, specializing in educational finance management. Skilled in budgeting, financial reporting, and compliance within academic settings. Seeking to contribute to the financial efficiency and academic mission of Boston University.

## **Professional Experience**

### **Senior Accountant | Boston Public Schools, Boston, MA**

*January 2016 – Present*

- Oversaw financial operations and budgeting for 5 academic departments, ensuring alignment with institutional goals.
- Collaborated with department heads to forecast annual budgets, achieving a 10% cost reduction while increasing funding allocation efficiency.
- Managed payroll processing and compliance for over 200 faculty and staff members.

### **Junior Accountant | Cambridge Education Group, Cambridge, MA**

*August 2013 – December 2015*

- Assisted in the preparation and analysis of financial statements for internal and external audits.

- Supported senior accountants in the annual financial closing process, including reconciliations and accruals for academic grants and projects.

## Education

### University of Massachusetts Boston

- **Bachelor of Science in Accounting**
- **Graduation Date:** May 2013
- **GPA:** 3.7

## Relevant Academic Projects

### Financial Management System Project | University of Massachusetts Boston

- Developed a prototype for an automated financial tracking system designed to streamline budget allocations for student organizations.
- Presented findings to the university financial committee, leading to a pilot implementation.

## Skills

- **Technical Skills:** Proficient in educational financial software like Banner and Oracle PeopleSoft. Advanced skills in Excel and Access.
- **Analytical Skills:** Strong capability in financial analysis and strategic budget planning.
- **Communication Skills:** Experienced in communicating financial concepts to non-financial stakeholders.
- **Regulatory Knowledge:** Deep understanding of financial regulations in educational settings.

## Certifications

- **Certified Management Accountant (CMA)**
- **Certified Educational Financial Professional (CEFP)**

## Professional Affiliations

- **Member, National Association of College and University Business Officers (NACUBO)**

## Additional Information

- **Volunteer Work:** Treasurer for Boston Educational Support Foundation, overseeing budget and fundraising activities.
- **Languages:** Fluent in English and proficient in Spanish.