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# MANAGEMENT ACCOUNTANT RESUME

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## Job Objective:

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To obtain a Management Accountant position and utilize my experience and skills for the successful completion of each job task.

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## Highlights of Qualifications:

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- Outstanding knowledge of how an organization works and manages resources
  - Strong interpersonal and teamwork skills, with the ability to work with colleagues at all levels
  - Ability to face off and present, in a clear and concise manner
  - Ability to prioritize own and the team's workload whilst maintaining effective relationships
  - Ability to work accurately under fixed reporting dates
  - Excellent Analytical and Problem solving Skills
  - Proficient in Microsoft Office – Excel, PowerPoint, Visio, Project, Word, Microsoft Access, and data manipulation
  - Knowledge of generally accepted accounting principles (GAAP)
  - Great ability to reconcile accounts, records, reports and journals
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## Professional Experience:

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Management Accountant, August 2005 – Present  
Michael Page International, Elkhorn, NE

- Ensured that all income and costs are correctly stated at the end of each period.
- Provided financial support for the new bids process, professional services and managed services side of the business.
- Monitored actual results and provided narrative to explain variances against the plan, and prior periods.
- Monitored accuracy of prior month forecast against actual outturn.
- Coordinated with the annual budgeting process as its member.
- Compiled the monthly forecast – revenues and costs and administered project reviews.

Management Accountant, May 2000 – July 2005  
Proton Energy Systems, Elkhorn, NE

- Utilized Management Information Systems to collect, analyze, and disseminate data in the form of concise information.
  - Recommended the management with written reports and to obtain agreement on action plans to address issues.
  - Ensured that all finance and finance-related systems are working effectively.
  - Developed and implemented finance, accounting, billing and auditing procedures.
  - Monitored banking activities of the company and performed monthly and annual fiscal closing activities.
  - Ensured adequate cash flow to meet the company requirements adhering to local, state and federal laws.
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## Education:

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Bachelor's Degree in Management, Silver Lake College, Manitowoc, WI

Master's Degree in Accountancy, Ashford University, Clinton, IA

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