

Emily Chen

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Summary

Experienced Accounting Professional with a strong background in financial reporting, auditing, and tax compliance. Skilled in analyzing financial data, identifying cost-saving opportunities, and ensuring adherence to accounting standards and regulations. Adept at collaborating with cross-functional teams to provide financial insights and support business objectives.

Education

Central University

Bachelor of Science in Accounting

Professional Experience

Senior Accountant

Global Accounting Firm (Remote), April 2018 – Present

- Managed the preparation of financial statements, ensuring accuracy and compliance with Generally Accepted Accounting Principles (GAAP).
- Conducted internal audits and identified areas for process improvement, resulting in a 20% increase in efficiency and a 15% reduction in costs.
- Collaborated with tax specialists to ensure timely and accurate tax filings, minimizing penalties and maximizing deductions.
- Mentored junior accountants and provided guidance on best practices in accounting and financial reporting.

Staff Accountant

Regional Accounting Firm (Remote), September 2015 – March 2018

- Prepared and analyzed monthly financial reports, providing insights to management on financial performance and trends.
- Assisted in the implementation of a new accounting software system, ensuring a smooth transition and improved data accuracy.
- Participated in the preparation of tax returns and supporting documentation for clients, ensuring compliance with tax laws and regulations.
- Collaborated with clients to gather financial information and resolve accounting-related issues.

Certifications

Certified Public Accountant (CPA)

Certified Management Accountant (CMA)

Skills

Hard Skills:

- Financial Reporting and Analysis
- Auditing and Internal Controls
- Tax Compliance and Planning
- Cost Accounting and Budgeting
- Accounting Software (e.g., QuickBooks, Sage, ERP systems)
- Data Analysis and Visualization

Soft Skills:

- Attention to Detail
- Problem-solving and Critical Thinking
- Communication and Presentation
- Collaboration and Teamwork
- Time Management and Organization
- Adaptability to Changing Accounting Standards and Regulations

