




Jordan Mitchell

General Staff Accountant

CONTACT

 (555) 789-1234

 jordan.mitchell@email.com

 Dallas, TX

EDUCATION

Bachelor of Science in Accounting

University of North Texas, Denton, TX

(Graduated May 2018)

Certifications

- Certified Public Accountant (CPA) Candidate – Expected to complete licensing exams by April 2025

PROFESSIONAL SUMMARY

Detail-oriented Staff Accountant with 7+ years of experience in general accounting functions, including accounts receivable/payable, month-end closing, and general ledger reconciliation. Strong analytical skills and proficiency in accounting software, including QuickBooks and SAP, with a consistent record of improving financial reporting accuracy.

EXPERIENCE

Staff Accountant 2020 - Now
Pinnacle Financial Group – Dallas, TX

- Manage accounts receivable and payable processes, ensuring timely payments and reconciliations.
- Perform monthly, quarterly, and annual closing activities, including journal entries and accruals.
- Reconcile balance sheet accounts and analyze financial data to identify trends and discrepancies.
- Prepare financial statements and reports for management to support decision-making.

Accounting Assistant 2018 - 2020
North Texas Medical Solutions – Fort Worth, TX

- Assisted in month-end closing and reconciliation processes for the finance department.
- Processed invoices and payments, maintaining accurate records for auditing purposes.
- Supported the payroll team by verifying employee timesheets and resolving discrepancies.
- Conducted expense tracking and analysis, aiding in budget preparation.

★ SKILLS

General Ledger Accounting	★★★★★
QuickBooks, SAP, Excel	★★★★★
Financial Reporting	★★★★★
Reconciliations	★★★★★