
 (555) 123-4567

 heidi.anderson@email.com

 New York, NY

EDUCATION

Bachelor's in Accounting

New York University | New York, NY
Graduated: May 2014

Certified Public Accountant (CPA)

Issued: September 2019

Certified Management Accountant (CMA)

Issued: June 2017

SKILLS

- Financial reporting & analysis
- GAAP & IFRS compliance
- Internal controls & audits
- Budgeting & forecasting
- Cost management
- ERP systems (SAP, Oracle, NetSuite)
- Cash flow analysis
- Financial statement preparation
- Risk assessment & management
- Microsoft Excel (Advanced)

LANGUAGES

- Fluent in Spanish and English

HEIDI ANDERSON

ACCOUNTING CONTROLLER

PROFESSIONAL SUMMARY

Detail-oriented Accounting Controller with experience managing financial operations, compliance, and reporting. Skilled in GAAP principles, internal audits, and cost control. Proven track record of improving financial processes and ensuring regulatory compliance.

EXPERIENCE

- 2018 - Now

Senior Accounting Controller

Brooklyn Financial Group / Brooklyn, NY

- Manage the preparation of financial statements, ensuring full compliance with GAAP and SEC regulations for a large financial institution, meeting all deadlines.
- Lead internal audits and account reconciliations, identifying and reducing accounting discrepancies by 20% and enhancing financial accuracy.
- Implemented a cost-reduction strategy that saved \$500K annually, while optimizing operational processes across departments.
- Train and supervise a team of junior accountants, fostering a collaborative and high-performing work environment to meet departmental goals.

- 2014 - 2018

Accounting Manager

Harrison & Co. Accounting / Newark, NJ

- Oversaw monthly financial reporting, account reconciliations, and budgeting for a \$50M revenue company, ensuring all reports were accurate and timely.
- Assisted in transitioning to a new ERP system, improving data accuracy and reducing reporting errors by 30%, significantly enhancing team productivity.
- Led quarterly audits, ensuring full compliance with federal tax regulations, improving audit efficiency and reducing processing time.
- Developed and presented financial forecasts that guided senior management in key strategic decisions, enhancing cost-efficiency and profitability.

- 2016 - Now

Additional Information

Volunteer / Tax Assistance Program (TAP)