



 (312) 555-0192

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 Chicago, IL

 janemitchell

EDUCATION

Bachelor of Science in Accounting

University of Illinois Urbana-Champaign | Urbana, IL

Graduated: May 2016

Certified Public Accountant (CPA), IL License #874551

Issued: Oct 2018

SKILLS

- Financial reporting
- Month-end/year-end close
- Account reconciliation
- Journal entries
- Internal audits
- Oracle Financials & SAP
- GAAP compliance
- Fixed assets
- Microsoft Excel
- Leadership & mentoring

JANE MITCHELL

SENIOR GENERAL STAFF ACCOUNTANT

PROFESSIONAL SUMMARY

Detail-oriented Senior General Staff Accountant with experience in corporate accounting, financial reporting, and month-end close processes. Proven ability to improve internal controls and streamline accounting procedures across diverse industries. Adept in SAP, Oracle, and GAAP compliance.

EXPERIENCE

- 2021 - Now

Senior Staff Accountant

Northbridge Capital Group / Chicago, IL

- Manage the general ledger and completed month-end close processes for seven entities, reducing the closing cycle from 8 to 6 days.
- Partner with external auditors to ensure clean year-end audits, with zero adjustments required for three consecutive years.
- Lead an initiative to automate intercompany reconciliations using Oracle Financials, saving 15 hours per month.
- Mentor junior accountants by creating SOPs and providing monthly one-on-one training sessions to boost team accuracy.

- 2016 - 2021

Staff Accountant

Ridgeview Logistics / Chicago, IL

- Prepared monthly financial statements, journal entries, and reconciliation schedules for five regional units.
- Analyzed balance sheet variances and reported key insights to the Finance Director to support budget revisions.
- Collaborated with external tax consultants to ensure quarterly tax filings and compliance with state regulations.
- Supported implementation of a new financial reporting structure, contributing to faster monthly report turnaround.

CUSTOM

- 2020 - Now / Member

Illinois CPA Society

- Active participant in industry workshops and webinars since 2020