



ANTHONY GENTILE

Accounting professional with two years of experience optimizing financial processes and ensuring ironclad compliance across multi-state operations. Combines analytical skills with advanced software proficiency to deliver actionable financial insights and exemplary audit results.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



Minneapolis, MN 12345

KEY SKILLS

- Cross-functional collaboration
- Financial concept translation
- Fixed asset management
- Microsoft Excel, Oracle NetSuite, Sage 50, QuickBooks
- Multi-state tax filing
- Regulatory adaptability

EDUCATION

- Bachelor of Science (B.S.) in Accounting
UNIVERSITY OF MINNESOTA,
Minneapolis, MN. Expected 2025
- Associate of Science (A.S.) in Business Administration
MINNEAPOLIS COMMUNITY AND
TECHNICAL COLLEGE,
Minneapolis, MN June 2023

PROFESSIONAL EXPERIENCE

Junior Accountant | Goodwill Industrie, Minneapolis, MN

June 2023 – present

- Process an average of 200 accounts payable and receivable entries per month
- Prepare and review over 50 journal entries for month-end close
- Partner with human resources and payroll to reconcile medical deductions and benefits for more than 500 employees
- Reconciled \$50,000 in unclaimed property filings for three state jurisdictions
- Contributed to three successful internal audits, ensuring 100% compliance with GAAP and organizational policies

Accounts Receivable Clerk | Best Choice Roofing, Duluth, MN

January 2022 – May 2023

- Managed accounts receivable for over 150 active clients and maintained accurate records for \$2 million in annual revenue
- Contacted an average of 30 clients per week for payment follow-ups
- Reduced average days sales outstanding (DSO) from 45 to 35 days in the first six months
- Conducted bi-weekly audits of more than 500 receipts to identify and correct misclassified payments

CERTIFICATION

- QuickBooks Certified User Online, Intuit QuickBooks, 2022