

# Terry A. Jones

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Results-driven CPA experienced in company and operative financial analysis and reporting. Manage two bookkeepers, overseeing all cash inflow and outflow. Create depreciation schedules for company assets and perform end of year reconciliations. Keep ongoing records of all sales, meeting with managers each month to report and discuss trends. Handle all payroll tax payments.

## Education

### Bachelor of Finance

Brown University, Providence, RI  
September 2012 - May 2016

### Master of Business Administration

Brown University, Providence, RI  
June 2016 - March 2018

## Key Skills

- Comparative analysis and reporting
- Problem-solving
- Budgeting and forecasting
- Team player
- Experience with QuickBooks, Sage X3, FreshBooks, and NetSuite
- Excel certified
- Knowledge of accounting and legal requirements

## Certifications

- Microsoft Office Specialist: Excel Associate

## Professional Experience

### Operations Accountant

ASP Financial, New York, NY | May 2016 - July 2018

- Prepared management financial reports for small and large businesses
- Undertake comparative analysis of project forecasts and actual results for management reviews
- Manage daily operations including accounts receivable, accounts payable, and payroll
- Set up control structures to minimize fraud risks

### Accountant Intern

ASP Financial, New York, NY | January 2016 - May 2016

- Recorded and maintained client business accounting records
- Prepare business tax returns
- Setting up accounting software for clients
- Assisting with client meetings