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Accounting assistant resume

Last updated on 02 May 2025 See history of changes 02 May 2025 - 1 new section (Show achievements, not tasks) added 03 Apr 2025 - 1 new section (Highlighting leadership growth) added 28 Feb 2025 - 1 new resume template (Junior Audit Associate) added Next update scheduled for 18 May 2025 Here's what the best resumes have in common. Quantifying Impact With Numbers: Showing your impact with numbers makes your impact clear. Use numbers like saved 20 hours per month, reduced errors by 15%, processed 200 invoices weekly, and managed budgets of \$50,000. Matching Skills From The Job Description: Include skills on your resume that you have and are in the job description. Some key ones are account reconciliation, QuickBooks proficiency, financial reporting, data entry, and tax preparation. Trends In Accounting Support: Current trends show a need for digital proficiency. Highlight experience like implemented e-filing system or streamlined digital accounting. Need more resume templates? Creating an accounting assistant resume is like solving a financial puzzle—it requires strategy and precision. While you're skilled in balancing numbers and managing spreadsheets, translating these skills onto paper can be challenging. In today's competitive job market, your resume needs to make a memorable impact. Employers look for more than just attention to detail; they want to see your proficiency with financial tools and practices. A resume template can be your blueprint for organizing information effectively. With it, your professional experience, skills, and technical expertise—like your prowess with Excel and accounting software—can shine through clearly. This collection of resume templates may be just the starting point you need for capturing your abilities and dedication. Your resume should serve as a financial statement of sorts, highlighting your specific contributions to projects and systems. Whether you're tracking expenses, preparing reports, or assisting with audits, make sure your resume confidently reflects these efforts. Each detail tells a story of how you support and enhance the accounting team. Think of your resume as your first impression—a key to unlocking job opportunities and catching the eye of potential employers. With the right structure and details in place, your resume can become the tool that opens doors to new possibilities in your accounting career. Creating an effective accounting assistant resume requires careful organization and a clear emphasis on relevant skills, experience, and technical expertise. Use a reverse chronological format to highlight your most recent experience and ensure readability by choosing modern fonts and maintaining professional formatting, such as a PDF file format. Include key elements like contact information, a concise professional summary, and specific, quantifiable achievements in your work experience section to stand out to potential employers. Complement your experience with relevant educational qualifications and certifications, ensuring they reflect your commitment to professional growth and industry competence. Enhance your resume with additional sections like volunteer work, language proficiency, and personal interests to provide a holistic view of your skills and personality to recruiters. Your accounting assistant resume should effectively highlight your skills in financial record management and your comfort with accounting software, making it clear to recruiters how you can ensure precise financial data and support the team. Emphasizing your attention to detail, organizational skills, and ability to juggle various tasks will be key. How to structure your accounting assistant resume Contact Information: Start with your full name, phone number, email, and city/state—this basic information ensures recruiters have immediate access to your contact details and builds the foundation of your resume. Professional Summary: Next, craft a concise statement that outlines your relevant experience and core strengths in accounting. Be specific with skills such as QuickBooks proficiency or expertise in managing accounts payable and receivable—this section serves as a snapshot of your capabilities and sets the stage for the rest of your resume. Work Experience: Build upon this by detailing your previous roles. Include company names, locations, and dates, focusing on responsibilities like managing invoices, reconciling statements, and preparing financial reports, which align with your summary—highlighting these tasks demonstrates your practical knowledge and ability to apply your skills effectively. Education: Complement your work experience with your educational background, highlighting degrees or certifications such as a Bachelor's in Accounting or an associate degree, which reinforce your qualifications—this shows that you not only have theoretical knowledge but also formal training. Skills: Reinforce your expertise by listing accounting-related skills, including data entry accuracy, proficiency with spreadsheets, and experience with tools like Sage or Microsoft Excel, linking back to the software skills mentioned earlier—tying these skills to the role emphasizes your capability as an accounting assistant. Certifications: Finally, underscore your expertise further with any certifications like Certified Bookkeeper, demonstrating advanced knowledge and commitment—a certification can distinguish you from other candidates and show dedication to your professional development. To round out your profile, you might add optional sections like "Volunteer Experience" or "Professional Affiliations," providing a fuller picture of your dedication and interests in the field. Now, let's dive deeper into each section of your resume, ensuring you have a strong format that effectively showcases your qualifications. For your accounting assistant resume, the reverse chronological format is the best choice. This layout emphasizes your most recent experiences, which helps potential employers quickly grasp your career trajectory and appreciate how your skills have developed over time. It is crucial in demonstrating your competency in handling accounting tasks with increasing responsibility. Choosing the right font also plays a part in how your resume is perceived. Opt for modern fonts like Lato, Montserrat, or Raleway. These fonts not only offer readability but also provide a fresh, professional look. Such fonts are well-suited for an industry that values clarity and precision, reinforcing your image as an organized and detail-oriented professional. When it comes to file type, always save and send your resume as a PDF. This format ensures that your document retains its formatting across different devices and platforms, which is essential when your resume will be viewed by professionals in various settings. A well-maintained format reflects your attention to detail, mirroring the meticulous nature needed in accounting work. Additionally, maintain one-inch margins on all sides of your resume. This gives your document a clean, professional appearance and ensures that the information is not only comprehensive but also easy to follow. Such an organized layout showcases your ability to structure data effectively—a necessary skill for managing financial information. Combining these elements results in a resume that not only presents your experience and skills effectively but also aligns with the values and standards of the accounting profession. How to write a quantifiable resume experience section Absolutely, here's a more connected version that flows smoothly: To create an impressive accounting assistant resume experience section, focus on demonstrating your impact in past roles. Employers value skills like accuracy and attention to detail, so highlight your achievements in these areas. Start with your most recent position and organize your experience in reverse-chronological order, covering the last 10-15 years of relevant work history. Tailor your entries to match the job ad by aligning your responsibilities and achievements with what the employer seeks. Use strong action words like managed, reconciled, prepared, and improved to clearly convey your contributions. 06/2020 - 08/2023 "Managed accounts payable for over 100 vendors, ensuring 98% of payments were processed on time." "Reconciled monthly bank statements, spotting and resolving discrepancies with senior accountants." "Prepared financial reports that helped achieve a 15% reduction in operational costs by identifying areas for improvement." "Streamlined data entry processes, boosting team accuracy and efficiency by 25%." This version of your experience section smoothly connects each achievement to your overall contributions and the skills employers are looking for. By using specific, quantifiable achievements and action-oriented language, you create a compelling narrative that highlights your strengths. Tailoring this section to the job ad ensures that you align your past experience with the needs of the prospective employer, increasing your chances of landing an interview. The seamless flow from one topic to the next maintains engagement and clearly shows your value as an accounting assistant. Problem-Solving Focused resume experience section A problem-solving-focused accounting assistant resume experience section should clearly demonstrate how you've effectively addressed financial challenges. Begin by highlighting specific situations where you tackled issues, streamlined processes, or proposed impactful solutions within your workplace. Use simple, direct language to convey these achievements, making it easy for readers to understand your contributions. Organize your content with bullet points to ensure a visually appealing format that's easy to skim. To make your experience truly stand out, incorporate quantifiable results that clearly show the positive impact of your actions on the organization. Further emphasize your ability to maintain accuracy under pressure, illustrating your reliability and efficiency. Connect specific skills or software competencies to the problem-solving tasks you've managed, providing a clear link between your abilities and the benefits they brought to your employer. The focus should always remain on identifying issues, implementing solutions, and how you contributed to team and company success. Financial Process Improvement Reduced monthly reconciliation time by 30% by automating processes using software tools. Resolved discrepancies in client accounts, leading to a 20% decrease in outstanding invoices. Collaborated with a team to overhaul the budgeting process, improving forecast accuracy by 25%. Trained team members on updated procedures, enhancing department efficiency. Industry-Specific Focus resume experience section A detail-focused accounting assistant resume experience section should demonstrate your expertise and the value you bring to the industry. Begin by listing your job titles and workplaces, followed by bullet points that highlight your responsibilities and achievements, using action verbs like "managed," "improved," or "increased" to catch the reader's attention. Highlight your problem-solving skills, attention to detail, and ability to work well with a team. Demonstrating how your actions made a positive impact on past companies showcases your proactive approach and dedication, clearly illustrating the value you can bring to potential employers. Accounting Assistant Achievements Reduced monthly invoice discrepancies by 25%, enhancing department efficiency. Processed 500+ invoices per month with 98% accuracy, ensuring prompt payments. Implemented a new filing system, cutting retrieval time by 40%. Collaborated with finance team in preparing annual budgets, resulting in a 10% cost saving. Project-Focused resume experience section A project-focused accounting assistant resume experience section should clearly demonstrate your capability to manage various projects and the positive impact you have made. Begin by listing your job title, the company name, and your employment dates to set the context. Then, use bullet points to succinctly outline your key contributions, focusing on actions you took and the beneficial outcomes. This method helps to not only highlight your skills but also portrays you as someone ready to tackle new challenges. Each bullet point should seamlessly detail a specific project, the actions you took, and the results achieved. Use active verbs to convey initiative while highlighting your accomplishments. For example, describing how you improved efficiency, enhanced accuracy, or contributed to cost savings can help build a comprehensive picture of your abilities. This narrative not only illustrates your past success but also enables potential employers to envision the value you could bring to their team. Project-Focused Work Example Managed a team to implement a new accounting software, reducing month-end closing time by 25%. Developed an automated reconciliation system that decreased errors by 30% in financial reports. Led a project to standardize financial reporting formats, enhancing cross-departmental consistency. Streamlined vendor payment process, shortening the payment cycle from 15 days to 10 days. A skill-focused accounting assistant resume summary should effectively highlight your key abilities and experience while capturing the interest of potential employers. This section is your chance to showcase what you excel at, your expertise in essential accounting tasks, and your professional passion. When you have some experience under your belt, crafting a compelling resume summary is essential. For instance: This summary successfully connects your skills and experience, indicating how you can add value to a team. By mentioning specific software skills and achievements, it conveys a clear picture without unnecessary details. On the other hand, if you are just entering the workforce, a resume objective might be more suitable. This section should articulate your career goals and what you hope to bring to the position. Meanwhile, a resume profile provides a broader view of your career journey, similar to a brief autobiography, while a summary of qualifications lists your key skills in a more concise way. In summary, choose a resume summary to highlight experience, a resume objective if you're setting career goals, and decide between a profile or qualifications summary depending on how you wish to present your professional story. Listing your accounting assistant skills on your resume A skill-focused accounting assistant resume should clearly highlight your abilities in a way that stands out to potential employers. One approach is to have a standalone skills section or weave your skills into your experience or summary areas. Highlighting your strengths, such as teamwork and communication, emphasizes your personal qualities. In contrast, hard skills are specific, technical abilities like bookkeeping or accounting software proficiency. These skills and strengths play a crucial role as resume keywords, capturing the interest of employers and ATS systems. Crafting a skills section that helps you stand out involves listing relevant and in-demand capabilities. Here's an example of such a standalone skills section: Bookkeeping, Accounts Payable/Receivable, Data Entry, Financial Reporting, Reconciliation, Spreadsheet Management, Accounting Software Proficiency, Attention to Detail This section effectively focuses on the essential skills for an accounting assistant, such as bookkeeping and financial reporting, ensuring relevance and conciseness. Best hard skills to feature on your accounting assistant resume Highlighting hard skills for an accounting assistant resume is about showcasing your technical capabilities. These skills demonstrate your proficiency in key accounting tasks and tools that employers value. Bookkeeping Financial Analysis Accounts Payable/Receivable Financial Reporting Spreadsheet Management Reconciliation Budgeting Data Entry Tax Preparation QuickBooks Proficiency Payroll Management Accounting Software Proficiency Ledger Management Audit Support Microsoft Excel Skills Soft skills are equally important; they showcase your interpersonal abilities. These skills communicate how effectively you collaborate with others and manage tasks under pressure. Communication Attention to Detail Organization Problem-Solving Time Management Adaptability Teamwork Reliability Conflict Resolution Patience Empathy Strong Work Ethic Multi-tasking Flexibility Critical Thinking How to include your education on your resume The education section is a crucial part of your accounting assistant resume. It shows your qualifications and is important to tailor this section to fit the job you are applying for. Exclude any irrelevant education to keep your resume focused. When listing your degree, include the name of the degree and the institution. If your GPA is high, generally above 3.5, include it to highlight your academic achievement. Indicate any honors such as cum laude to make your education section stand out more. Present your educational background clearly to showcase your readiness for the role. 08/2014 - 05/2018 Bachelor of Science in Accounting/9/2016 - 06/2020 The second example is excellent because it directly relates to the accounting field. It specifies a Bachelor of Science in Accounting from State University, which is relevant to an accounting assistant position. It also includes a strong GPA of 3.8, which reflects exemplary academic performance. Excluding the location keeps the section concise and gives more focus to essential information. Always aim for clarity and relevance when crafting your education section to capture the attention of hiring managers. How to include accounting assistant certificates on your resume An accounting assistant's resume should definitely include a section for certificates, as it can strongly showcase your qualifications and dedication to professional development. Begin by listing the name of each certificate. This immediately tells the employer what you have achieved. Next, include the date when the certification was earned, which demonstrates the currency of your skills. Add the issuing organization to provide credibility. Certificates can also be included in the header for quick recognition. For example, you could write: "Certificate in Accounting Fundamentals, issued by Accounting Institute, 2022." A well-crafted certificates section effectively communicates your academic achievements and practical skills. Consider this example: Professional Certifications Certified Bookkeeper National Association of Certified Public Bookkeepers This section is strong because it highlights certificates directly relevant to accounting tasks. The "Certified Bookkeeping Specialist" certificate indicates technical competence, while the "Microsoft Excel Expert" certification showcases your ability to handle key accounting tools. Both certificates reflect clear skills and specialization that employers value in an accounting assistant role. Including the organization that issued each certificate adds an element of credibility, establishing trust with potential employers. Extra sections to include on your accounting assistant resume Crafting a resume as an accounting assistant can be an important step in kickstarting or advancing your career. Including various sections in your resume not only showcases your skills and expertise but also highlights your unique qualities and interests, making you stand out as a well-rounded individual. Language section — Mention your proficiency in multiple languages, such as Spanish or Mandarin, to show potential employers your capability to work with diverse clients and teams. This can enhance your ability to navigate multicultural environments in a globalized business world. Hobbies and interests section — Add personal hobbies like chess or hiking to illustrate your analytical and problem-solving skills. This gives employers insight into your personality and helps them see you as more than just a set of skills. Volunteer work section — Describe volunteer experiences, such as helping at a local non-profit for one year, to exhibit your commitment to community service and teamwork. Employers value candidates who contribute beyond their professional obligations, seeing it as a sign of strong character. Books section — List books related to financial markets or self-improvement you've read recently to highlight your continual learning and professional development. This emphasizes your initiative in growing your knowledge base beyond formal education. Understanding how to present yourself in these sections can make a significant impact on your resume's effectiveness. By strategically incorporating these details, your resume not only showcases your technical expertise but also your ability to adapt, your interests, and your dedication to personal growth. In conclusion, creating an effective accounting assistant resume is a strategic process that goes beyond simply listing your qualifications and experience. It is about crafting a document that presents your professional identity in a concise and compelling way. By emphasizing key skills such as expertise in accounting software, attention to detail, and the ability to manage financial records effectively, you highlight your readiness to excel in the role. Remember to choose a clean and professional format, using clear headings and bullet points to organize content for easy reading. Consider showcasing quantifiable achievements to demonstrate your impact in previous roles, which helps potential employers see the tangible benefits of hiring you. Including certifications in your resume can greatly enhance its appeal by showcasing your commitment to ongoing professional development. Additionally, including extra sections like language skills or volunteer work can provide a fuller picture of your capabilities and character. By thoughtfully structuring each part of your resume, you present not just your past experience, but a promise of the value you bring to future employers. This holistic approach ensures your resume stands out, making a lasting impression on those in the hiring process. resume example (text format) Copy to clipboard James Fortino Accounting Assistant | 212-345-4355 | New York, United States Profile Dedicated and skilled accounting assistant adept in providing optimal administrative assistance to accounting departments. Committed to serving as an efficient problem solver and enthusiastic team member. Work Experience 01/2020 - present, Accounting Assistant, Excel Mortgage Services, New York Carefully and accurately performed a variety of accounting, bookkeeping, and office tasks. Maintained updated financial records, prepared reports, and reconciled bank statements. Performed accounting procedures and utilized accounting software programs to process business transactions. Provided accounting and clerical support to the controller. Prepared bank deposits, general ledger postings, and statements. Entered key data of financial transactions in software. Researched, monitored, and restored accounting or documentation discrepancies. 07/2018 - 11/2020, Part-time Accounting Assistant, Western Financial Staffing, New York Supported the team by successfully assisting with accounting tasks. Entered financial transactions in online databases. Checked and updated spreadsheets for accuracy. Prepared financial reports. Efficiently worked with various types of accounting software. Assisted with different accounting projects as needed. Reviewed and electronically routed invoices for approval. Assisted with the weekly accounts payable processes. Education 08/2015 - 05/2019, Bachelor of Science in Accounting, New York University, New York Languages Skills Financial Accounting Accounting Software Data Entry Ability to Multitask Communication Skills MS Excel Certificates 02/2016 - present, Financial Modeling Bootcamp, Noble Desktop As an accounting assistant, you have a buttoned-down mind, a fine grasp of the facts in your field and hopefully some people skills to help you manage your boss and his clients. All of these skills will serve you well as you prepare the ultimate accounting assistant resume. This writing guide and the corresponding resume example will provide a comprehensive overview of how to build a resume to get a job as an accounting assistant. We'll discuss: What does an accounting assistant do? How to write an accounting assistant resume The five elements of a persuasive resume Choosing the best resume format Expert tip Resume.io is a leading global provider of resume examples and writing guides, so if you have questions about applying for any job, you've come to the right place. What does an accounting assistant do? Any accountant can hang out a shingle and start a new business, and many accountants do. But what if business starts booming so fast that s/he needs help with the workload—everything from answering the phones to managing the clientele to helping with preparation of accounting documents? That's where the accounting assistant comes in. At big firms, there may be dozens or even hundreds of accountants, all of whom need support on one level or another. Accounting assistants keep the ship afloat by tending to the thousands of tasks, large and small, that need to be taken care of every day in an accounting office. How to write an accounting assistant resume The first imperative of an accounting assistant resume is to convince the target of your competence. You are really good at what you do. You have the experience, you have the schooling, you have the passion, you have the people skills—and you can divide 168 by 12 in your head. Your resume should normally be one page only, although two pages is sometimes considered acceptable if you have a lot of experience—although if you have little or none, you can play up your education and training instead. Trumpet the main things in your background and your skill set that make you a great candidate for this job. Below you'll find the summary from our accounting assistant resume example. Employment history sample What have you done for us lately? List up to 10 years of relevant work history here, naming the companies where you've worked, their location, your title and the years you worked there. Under each of these employers, use bullet points to list your main duties, achievements and milestones at these companies. Be specific, using facts and figures where possible. XYZ formula You don't have to list every job you ever had. But if you had a job outside of accounting that taught you excellent customer service skills, that's relevant. Remember also to include any internships or even volunteer work that are relevant to your field. Below you'll find the employment history section from our adaptable resume sample. CV skills example Always include a list of your job-related skills in your CV. (And a CV, in case you're wondering, is simply what a resume is called outside the U.S. and Canada.) Typically you should include a list of both hard skills and soft skills. Hard skills are technical capabilities needed to do your job, like knowledge of accounting software. Soft skills are "people skills" like customer service. Make a master list of the talents you have that are relevant to your field. Then as you reply to job listings, read them closely to find out which skills they are looking for most. The closer your resume matches the requirements of the employer, the more likely you are to be a fit for that job. Here is the skills section from our adaptable resume sample. Accounting assistant resume education example You can become an accounting assistant with just a high school degree, so don't worry too much about whether you read Latin at Oxford. But do include a section on your resume that lists your educational achievements, with the highest degree listed first. If you had an impressive grade-point average, won academic honors or were recognized for other distinctions, feel free to mention that here in bullet points under each school. See our resume sample below. Resume layout and design Looks aren't everything, but your layout and design definitely matter in a resume. Even if you've written the perfect resume, you don't want to present it in an ugly, inaccessible, hard-to-read layout and design. Your resume should look good at a glance, before the hiring manager has even read the first word. Some tips: Use a professional-looking font, nothing avant-garde or hard to read. Use a font size of between 10 and 12 points—big enough to read but not so big it looks like you're writing a children's book. Do not reduce your font size below 10 points just to fit a lengthy resume onto one page. Use 1-inch margins on the top, bottom, left and right. Use an adequate amount of white space that contains nothing at all. Strive for a balanced page where all the elements are distributed in an eye-pleasing manner. For example, don't put a bunch of text at the top and nothing at the bottom, and also avoid bunching all your text to the left. The best way to ensure that your resume is well-designed is to use a professional resume template that you can quickly adapt to your own experience. Key takeaways for an accounting assistant resume Create an accounting assistant resume that reflects your eye for detail, professionalism and accuracy. Include the essential five elements of any resume but avoid anything else, and try to hold your resume to one page. Be aware of ATS systems, and tailor your resume to match the needs of the employer as much as possible. Deliver a CV that looks as good as it reads by following sound layout and design principles. Check out our adaptable accounting assistant resume sample for more ideas on creating your own.