**Vanessa J. Lane**

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**Job Objective:**

Seeking a cost accountant job position with J-Track Inc., where I can utilize my critical thinking, analytical, and communication skills along with the knowledge of accounting principles and practices to make effective decisions, and generate profits for the organization.

**Summary of Skills:**

* Detail-oriented with ability to define problems, collect data, establish facts, and draw valid conclusions
* Thorough understanding of accounting and business policies and concepts, financial reporting and analysis, GAAP procedures, cost accounting, auditing, budgeting, forecasting, and taxation
* Effective verbal and written communication skills to present accounting information
* Proficient in using MS Office Suite, and other computer software, Google docs, QuickBooks, ERP, and other accounting software
* Strong mathematical and statistical skills to solve simple and complex calculations
* High-level of accuracy and discretion to maintain confidentiality of company records
* Effective problem-solving, critical thinking, analytical skills, and also ability to work in a fast-paced work environment.

**Work Experience:**

Entry-level Cost Accountant

Insuitiform Technologies, New York, NY

March 2016 - Present

* Contributing to the preparation and evaluation of departmental budget, and financial reports,
* Determining and implementing cost accounting principles, procedures, and methods to develop systems, and recommend improvements related to the system
* Maintaining, updating, and monitoring formula-based customer costing modules,
* Assisting in the preparation and analysis of cost reports, and reviewing unusual cost records
* Preparing cost and expense reports and presenting it to the management
* Assisting with correction of accounting-related documentation such as invoices, checks, journal entries, and financial statements
* Assisting in the analysis and preparation of Budget versus Actual review

Accountant Trainee

Rapiscan Systems, New York, NY

December 2014 - February 2016

* Worked on various short to mid-term projects that included analysis and managing information
* Assisted with general ledger and balance sheet reconciliation, data entry, and research,
* Managed accounts payable and receivable duties, and also cost accounting process mapping
* Created and monitored standard costs, and also analyzed cost variances
* Supported with the month-end reconciliation, assisted in maintaining inventory, and with mid-month recurring journal entries
* Updated and organized documents for tax-related obligations, and other projects as needed by finance team members
* Compiled monthly financial and accounting reports, and prepared invoices for clients
* Analyzed and compared facts and figures using logic to identify strengths and weaknesses of alternative solutions
* Participated in strategic planning sessions with accounting team

**Education:**

* Bachelor's Degree in Accounting  
  Adelphi University, New York, NY  
  2013

**Certification:**

* Certified Public Accountant 2014

**Reference:**

On request.