

Resume Buzz Words

Business-Accounting/Finance

Accounts Payable
Accounts Receivable
Accruals
Annual Reports
Asset Disposition
Asset Management
Asset Purchase
Asset Valuation
Audit
Audit Controls
Audit Management
Balance Sheet
Bank Reconciliations
Budget
Capital Budgets
Cash Flow
Cash Management
Client Relations
Commercial Loan Operations
Compilation & Reviews
Controller
Corporate Development
Corporate Tax
Cost Accounting
Cost Avoidance
Cost Control
Cost Reduction
Cost/Benefit Analysis
CPA
Credit and Collections Credit Guidelines
Custodial Accounts
Debits Debt Financing
Depreciation
Divestiture
Dividend Reinvestment
E-commerce
E-trade
Earning
Estate Planning
Employee Stock Ownership Plan (ESOP)
Equity Financing
Expense
Feasibility Analysis
Federal Tax
Financial Analysis
Financial Audits
Financial Controls
Financial Models
Financial Planning

Financial Reports
Financial Statements
Forecast
Foreign Exchange
General Ledger
Generally Accepted Auditing Standards (GAA)
Generally Accepted Accounting Principles (GAAP)
Government Accounting
Gross Margin Analysis
Income Statement
Income Tax
Individual
Initial Public Offering (IPO)
Internal Controls
International Finance
Investment Management
Investment Strategy
Investor Accounting
Invest Relations
IRS Amendment
Job Costing
Ledger
Letters of Credit
Leveraged Buy-Out (LBO)
Liability Management
Make/Buy Analysis
Management Accounting
Margin Improvement
Merger
Microsoft Excel
Money Mark/Bond Funds
Month End Closings
Monthly
NASDAQ
NYSE
Operating Budgets
Operational Audits
Overhead
Partnership Accounts
Payroll
Planning
Profit Gains
Profit/Loss (P&L) Analysis
Project Accounting
Project Financing
Public Accounting
Quarterly
Reconciliation

Regulations
Regulatory Compliance Auditing Reports
Return on Assets (ROA)
Return on Equity (ROE)
Return on Investment (ROI)
Revenue Gain
Risk Management
Sales Tax
Shareholder Relations
Solutions
State Tax
Stock Holders
Stock Purchase
Strategic Planning
Summary
Taxation Compliance
Team
Transactions
Treasury
Trial Balances
Trust Accounting
Uniform Commercial Code Filing
Work Papers

Other Skills to Include:

Attention to Detail
Ability to Tolerate Stress
Dependability
Integrity
Persistence
Adaptability/Flexibility
Analytical Thinking
Ability to Take Initiative
Achievement/Effort
Cooperation