**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