

# James Parker

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*Full-time accounting student with related experience seeking a part-time position in the capacity of*

## Junior Accountant

- Currently enrolled in a four-year accounting program; excel academically while working part-time.
- Well-rounded experience working in retail sales environments across foodservice and clothing industries.
- Analytical problem solver with a strong figure aptitude and ability to quickly grasp complex concepts.
- Disciplined with a strong character developed from extensive athletics and community involvement.
- Personable with innate relationship-building qualities; communicate effectively in English and Spanish.

Summary →

Comm skills very important →

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## Education

**Bachelor of Science, Accounting, expected May 2014**

LONG ISLAND UNIVERSITY, C.W Post, Brentwood, New York

**Honors:** Phi Eta Sigma, Freshman Honor Society **Current GPA: 3.9**

Use relevant coursework to help bridge the gap if you are inexperienced ↘

**Coursework:** External Reporting, Tax and Business Strategies, Managerial Accounting, Corporate Finance, Principles of Accounting, Microeconomics, Macroeconomics, Calculus, Business Law, Marketing and Statistics

## Work Experience

► **Supermarket City, Riverhead, New York**

**Accounting Clerk, Internal Audit Department, Corporate Headquarters**

- Perform general accounting function focused on high risk audits of daily inventory for 47 stores, weekly disbursements of short-term payable accounts, and mandatory reporting activities for management review.
- Research, identify, and investigate over/under charges through review and analysis of vendors' aging reports for all store sites; verify, reconcile, and approve payment for entry into network accounting system.
- Interface between major snack food and beverage vendors and Supermarket City's Payable/ Receivable departments concerning invoice discrepancy issues and account billing cycles that include vendor discounts.
- Assisted personnel during tax season to trace high-risk fraudulent employee activities for all store locations.
- Interviewed all levels of personnel to investigate incidents of false Social Security identification and W-2 forms to cases of embezzlement, with focus on bookkeepers, cashiers, and field auditors.

### **Produce Clerk, Produce Department**

- Assisted in broad areas of customer service, sales, marketing, staff training, quality assurance, inventory control, stocking, merchandise display, purchasing, loss prevention, and problem resolution

## Community Involvement & Affiliations

**Active Member,** Accounting Society, Long Island University, C.W. Post

**Cofounder and Chairman,** Bay Shore Alumni Student Association

## Computer Skills

Windows 7; Microsoft Word, Excel, and Access; electronic tax research; Internet research; install, configure, and troubleshoot various hardware and software components.