

# Accountancy and Finance Resume Keywords

## Action Verbs

- Accomplished
- Achieved
- Adapted
- Advanced
- Advised
- Analyzed
- Arbitrated
- Assessed
- Assured
- Attained
- Balanced
- Brainstormed
- Budgeted
- Built
- Calculated
- Centralized
- Championed
- Changed
- Clarified
- Coached
- Collaborated
- Communicated
- Completed
- Complied
- Conceived
- Conducted
- Constructed
- Consulted
- Converted
- Coordinated
- Created
- Decreased
- Delegated
- Delivered
- Designed
- Determined
- Developed
- Devised
- Directed
- Disbursed
- Distributed
- Documented
- Earned
- Edited
- Eliminated
- Engaged
- Energized
- Enhanced
- Established
- Examined
- Exceeded
- Excelled
- Executed
- Expedited
- Extracted
- Evaluated
- Facilitated
- Finalized
- Followed-up / through
- Forecasted
- Formed
- Fulfilled
- Gained
- Generated
- Handled
- Headed
- Identified
- Implemented
- Improved
- Increased
- Initiated
- Innovated
- Installed
- Instituted
- Integrated
- Introduced
- Investigated
- Launched
- Lead
- Leverage
- Liquidated
- Maintained
- Managed
- Maximized
- Mentored
- Merged
- Monitored
- Negotiated
- Operated
- Optimized
- Organized
- Overcame
- Oversaw
- Partnered
- Performed
- Piloted
- Pinpointed
- Planned
- Positioned
- Predicted
- Prepared
- Presented
- Presided
- Prevented
- Prioritized
- Processed
- Produced
- Projected
- Promoted
- Qualified
- Quantified
- Recommended
- Reconciled
- Rectified
- Redefined
- Redesigned
- Reduced
- Regulated
- Related
- Reorganized
- Researched
- Resolved
- Restored
- Restructured
- Revamped
- Revitalized
- Salvaged
- Satisfied
- Saved
- Set-up
- Sold
- Solidified
- Spearheaded
- Strategized
- Streamlined
- Structured
- Supervised
- Tailored
- Taught
- Tracked
- Traded
- Trained
- Transferred
- Uncovered
- Unified
- Upgraded
- Utilized
- Validated
- Verified
- Wrote

## Traits and skills

- Accountable
- Accurate
- Active listening
- Adaptable
- Agile
- Analytical
- Balanced
- Capable
- Careful
- Collaborative
- Competitive edge / advantage
- Communicative
- Confident
- Conflict resolution
- Conscious
- Conservative
- Consistent
- Cooperative
- Coordinator
- Creative
- Critical thinking
- Cross functional
- Culturally Conscious
- Curious
- Efficient
- Ethical
- Facilitator
- Flexible
- Focused
- Decision making
- Dependable
- Detail oriented
- Determined
- Diligent
- Directive
- Discrete
- Dynamic
- Effective
- Efficient
- Enthusiastic
- Ethical
- Follow-up
- Go getter
- Goal-seeking
- Hardworking
- Independent
- Initiative
- Innovative
- Integrity
- Intelligent
- Interpersonal
- Intuitive
- Investigative
- Judgment
- Knowledgeable
- Leader
- Liable
- Logical
- Meticulous
- Mindful
- Motivated
- Multitask
- Negotiations
- Objective
- Organized
- Quality
- Quantitative
- Quick learner
- Partnering
- Passionate
- Patient
- Persuasive
- Planner
- Precise
- Prepared
- Proactive
- Problem solve(r)
- Productive
- Proficient
- Professional
- Prompt
- Provide
- Punctual
- Reliable
- Resourceful
- Respectable
- Respectful
- Responsible
- Responsive
- Selfless
- Service
- Specific
- Strategic
- Tactical
- Task oriented
- Teamwork
- Technical
- Thorough
- Time manager
- Transformative
- Troubleshooter
- Unifying
- Visionary
- Well-written

## Terms and Processes

- Accounts payable
- Accounts receivable
- Adjusting/closing entries
- Analysis/analyzing
- Asset(s)
- Asset management
- Audit/auditing/audit controls
- Balance sheet
- Benefits administration
- Billing
- Bond(s)
- Budget/budgeting/budget control
- Business plan
- Buyout
- Campaign
- Capital budget
- Cash flow
- Cash management
- Chart of accounts
- Client/client base
- Collections
- Commercial lending
- Compliance
- Consumer lending
- Contract management
- Corporate governance
- Corporate treasury
- Cost accounting
- Cost benefit analysis
- Cost of goods sold (COGS)
- Cost reduction and avoidance
- Credit management
- Debt
- Debt management
- Debt refinancing
- Debt service
- Debt to worth
- Depreciation/accelerated depreciation
- Disbursements
- Discount cash flow
- Dividend(s)
- Due diligence
- EBIT/EBITDA
- Efficiencies
- Equity
- Equity underwriting

# INDIANA TECH CAREER CENTER

- Expenditures
- Expense analysis
- (FASB) Financial Accounting Standards Board
- Fast-paced
- Feasibility
- Financial analysis
- Financial modeling
- Financial planning
- Financial reporting
- Financial statements
- Fixed assets
- Fixed cost
- Forecast/forecasting
- Foreign exchange
- GAAP
- General accounting
- General Ledger
- Globalization
- Goal(s)
- Guarantee/guarantor
- High stress
- Inflow/outflow
- Interest rate(s)
- International Financial Reporting Standards
- Internal controls
- Inventory control
- Inventory management
- Investment analysis/management
- Investment finance
- Investor relations
- Initial Public Offering (IPO)
- Invoice
- Job (order) costing
- Journal/journaling
- Loan administration
- Lending
- Letter of credit
- Liabilities/liability
- Liquidity
- Management reporting
- Markets
- Mergers and acquisitions
- Money
- Mutual fund(s)
- Net present value (NPV)
- Net worth
- Operating reports
- Option(s)
- Overhead
- Payroll administration
- Policies
- Procedures
- Process/processing
- Process improvement
- Profit and loss analysis
- Profit and loss statement (P&L)
- Projections
- Public speaking
- Purchase accounting
- Quarterly/year-end reporting
- Real estate
- Receipts
- Reconciliations
- Records
- Regulations
- Relationship management
- Reporting and analysis
- Revenue
- Reverse takeover
- Risk management
- ROE/ROI/ROA
- Sarbanes Oxley
- Securities
- Shareholder
- Spreadsheets
- Standards
- Strategic planning
- Statistical models
- Stock(s)
- Supplier
- Tax accounting
- Taxation
- Technology
- Transaction
- Treasury
- Trend analysis
- Underwriting
- Valuation
- Variance analysis
- Vendor
- Venture capital
- Yield