



KEYWORDS

For Accounting and Finance Jobs



When creating a tailored résumé or professional profile, keywords are integral to improving your ability to match job requirements through an Applicant Tracking System (ATS). This resource will assist you in developing strong bullet statements that clearly articulate your skills and experiences to employers.

ACTION VERBS BY TRANSFERABLE SKILL

Leadership

Accomplished	Gained
Achieved	Headed
Advanced	Initiated
Attained	Instituted
Championed	Launched
Coached	Lead
Delegated	Led
Directed	Managed
Earned	Mentored
Enhanced	Oversaw
Established	Presided
Exceeded	Qualified
Excelled	Spearheaded
Executed	Supervised

Problem Solving

Adapted	Investigated
Arbitrated	Merged
Assessed	Optimized
Calculated	Overcame
Changed	Predicted
Converted	Projected
Decreased	Recommended
Determined	Reconciled
Devised	Rectified
Discovered	Resolved
Eliminated	Revamped
Identified	Revitalized
Improved	Saved
Increased	Uncovered

Organized/Detail Orientation

Balanced	Planned
Centralized	Prevented
Completed	Prioritized
Coordinated	Reorganized
Disbursed	Restructured
Distributed	Set-up
Integrated	Strategized
Monitored	Streamlined
Organized	Structured
Pinpointed	Tracked

Teamwork/Interpersonal

Advised	Partnered
Collaborated	Performed
Complied	Taught
Consulted	Trained
Engaged	Unified
Facilitated	

Verbal Communication

Assured	Presented
Communicated	Promoted
Followed up	Related
Followed through	Sold
Negotiated	

Written Communication

Documented	Prepared
Drafted	Tailored
Edited	Wrote
Introduced	

Technical

Budgeted	Operated
Built	Piloted
Delivered	Processed
Expedited	Reduced
Finalized	Regulated
Forecasted	Solidified
Fulfilled	Traded
Implemented	Transferred
Installed	Upgraded
Leveraged	Utilized

Analytical

Analyzed	Maximized
Clarified	Positioned
Conducted	Quantified
Evaluated	Researched
Examined	Satisfied
Extracted	Validated
Liquidated	Verified

Creativity

Conceived	Innovated
Created	Produced
Designed	Redefined
Developed	Redesigned
Formed	Restored
Generated	

Keywords For Accounting and Finance Jobs

Terms and Processes

These can be integrated into bullet statements, cover letters, online summaries, elevator pitches and interviews to assist the reader in understanding how you accomplished your tasks.

Accounts payable
Accounts receivable
Adjusting/closing entries
Analysis/analyzing
Asset(s)
Asset management
Audit/auditing
Balance sheet
Benefits administration
Billing
Bond(s)
Budget/budgeting
Business plan
Buyout
Campaign
Capital budget
Cash flow
Cash management
Chart of accounts
Client/client base
Collections
Commercial lending
Compliance
Consumer lending
Contract mgmt
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
Expenditures
Expense analysis
Fast-paced
Feasibility
Financial Accounting Standards Board (FASB)
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
High stress
Inflow/outflow
Interest rate(s)
International Financial Reporting Standards
Internal controls
Inventory control
Inventory management
Investment analysis
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
Tax compliance
Tax planning
Taxation
Technology
Transaction
Treasury
Trend analysis
Underwriting
Valuation
Variance analysis
Vendor
Venture capital
Yield

Traits and Skills

These can be integrated into bullet statements, cover letters, online summaries, elevator pitches and interviews. Be sure to choose skills and traits that align with the position description as well as the values and needs of the organization/industry.

Accountable
Accurate
Active listening
Adaptable
Agile
Analytical
Balanced
Capable
Careful
Competitive edge/advantage
Communicative
Confident
Conflict resolution
Conscious
Conservative
Consistent
Cooperative
Coordinator
Creative
Critical thinking
Cross functional
Culturally conscious
Curious
Decision-making
Dependable
Detail oriented
Determined
Diligent
Directive
Discrete

Dynamic
Effective
Efficient
Ethical
Facilitator
Flexible
Focused
Efficient
Enthusiastic
Goal-seeking
Hardworking
Independent
Initiative
Intelligent
Interpersonal
Innovative
Integrity
Investigative
Judgment
Intuitive
Knowledgeable
Leader
Liable
Logical
Meticulous
Mindful
Motivated
Negotiations
Objective
Organized
Quality
Quantitative
Quick learner
Passionate
Patient
Planner
Persuasive
Prepared
Proactive
Problem solve(r)
Productive
Proficient
Professional
Precise
Prompt
Provide
Punctual
Reliable
Resourceful
Respectable
Respectful
Responsible
Responsive
Selfless
Service
Specific
Strategic
Tactical
Task oriented
Teamwork
Technical
Thorough
Transformative
Troubleshooter
Well-written