



Junior Accountant

Megan Lee

Professional summary

Detail-oriented Junior Accountant with experience in financial analysis and accounts reconciliation. Proven ability to manage complex data with a focus on accuracy and compliance. Proficient in accounting software, including QuickBooks and SAP. Committed to supporting financial teams with thorough accounting and budgeting skills.

Experience

Junior Accountant

July 2024 - Now

Grubhub / Chicago, IL

- Prepare monthly reconciliations of accounts and performed data entry with 99.5% accuracy, minimizing financial discrepancies.
- Analyze quarterly budget variances and recommended cost-saving measures, contributing to a 12% reduction in operational expenses.
- Assist in preparing tax documentation and filings in compliance with local and federal regulations.

Accounting Intern

January 2023 - May 2023

Grant Thornton LLP / Chicago, IL

- Supported audit teams in gathering and verifying client financial data, reducing audit time by 10%.
- Utilized Excel for data analysis and reporting, aiding in financial forecasting for clients.
- Collaborated with senior accountants to improve record-keeping practices, resulting in a 15% reduction in documentation errors.

Professional Affiliations

Illinois CPA Society

2023 - Now

Associate Member

Attended quarterly seminars and networking events focused on advancements in accounting standards and regulations.

American Institute of CPAs (AICPA)

2022 - Now

Member

Accessed ongoing professional development resources, including webinars on tax law updates and audit best practices.

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Links

LinkedIn: /in/meganleeaccounting

Education

DePaul University – Chicago, IL

Bachelor of Science in Accounting

Graduated: May 2024

- GPA: 3.8

Skills

Accounts Payable & Receivable

Financial Reconciliation

SAP, QuickBooks, Excel (Advanced)

Budget Preparation and Forecasting

Audit Support