

ALEXANDER SCOTT

Account Clerk

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PROFESSIONAL SUMMARY

Dedicated Account Clerk with two years of experience in financial record keeping and transaction processing. Proficient in managing accounts payable and receivable, while ensuring accuracy and compliance with established protocols. Committed to delivering exceptional customer service and maintaining organized financial records to support operational efficiency.

WORK EXPERIENCE

Account Clerk

WidgetWorks Inc.

📅 Apr / 2024-Ongoing
📍 Denver, CO

1. Resolved discrepancies in customer accounts, enhancing accuracy and trust.
2. Processed checks and cash transactions, ensuring compliance with verification procedures.
3. Managed receipt of payments for loans and utility bills, confirming amounts and dates.
4. Balanced cash drawers at shift ends, calculating daily transaction totals efficiently.
5. Identified and corrected transaction errors, maintaining accurate financial records.
6. Promoted various banking products, tailoring recommendations based on customer needs.
7. Prepared deposits by counting cash and checks, ensuring secure transfer to banks.

Account Clerk

Cactus Creek Solutions

📅 Apr / 2023-Apr / 2024
📍 Phoenix, AZ

1. Maintained the organization's general ledger, ensuring accurate financial tracking.
2. Conducted reconciliations for trust accounts and managed accounts receivable transactions.
3. Organized detailed records to document all financial transactions accurately.
4. Resolved complex accounting issues, providing support to other staff as needed.
5. Reviewed monthly ledger postings for accuracy, ensuring financial integrity.
6. Generated financial reports for board meetings, presenting data clearly.

EDUCATION

Associate of Applied Science in Accounting

Community College of Philadelphia

📅 Apr / 2022-Apr / 2023
📍 Santa Monica, CA

Studied fundamental principles of accounting, financial reporting, and bookkeeping practices.

SKILLS

Invoice Processing



Quickbooks Proficiency



General Ledger



Budgeting Skills



ACHIEVEMENTS

- ★ Reduced discrepancies in accounts by 20% through diligent reconciliation.
- ★ Streamlined payment processing, decreasing processing time by 15%.
- ★ Assisted in preparing monthly financial reports for management review.