



HENRY WALKER

Account Technician

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🌐 www.qwikresume.com

SKILLS

Financial Reconciliation



Accounting Software Proficiency



Data Analysis And Reporting



Risk Assessment



Expense Tracking



Payroll Processing



INTERESTS

- ★ Surfing
- 🥋 Martial Arts
- 🏡 Community Service
- 📝 Blogging

STRENGTHS

- ⌚ Patience
- 🏔 Perseverance
- 📅 Planning
- ⚙ Positivity

LANGUAGES



English



Swahili



Arabic

ACHIEVEMENTS

- ★ Achieved a 15% reduction in processing time for vendor payments through improved invoice management.
- ★ Successfully reconciled over 2,000 transactions monthly, ensuring 100% compliance with budgetary regulations.

PROFESSIONAL SUMMARY

Results-driven Account Technician with two years of expertise in financial operations and client support. Skilled in managing accounts payable and receivable while ensuring compliance with industry standards. Proficient in streamlining accounting processes to enhance efficiency and accuracy. Ready to apply my analytical skills to support organizational goals and foster strong client relationships.

WORK EXPERIENCE

Account Technician

📅 Apr / 2024-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Consulted with coaches to gather information for travel expense vouchers, ensuring timely reimbursement.
2. Processed invoice vouchers for prompt vendor payments, maintaining strong relationships.
3. Created Excel spreadsheets to reconcile 1,500-2,000 transactions monthly, ensuring accurate documentation for 26 fund accounts.
4. Reconciled athletic team camp budgets, submitting final reports to comply with NCAA regulations.
5. Collaborated with financial affairs to identify process improvements, enhancing clarity for stakeholders.
6. Prepared 100+ disbursement forms monthly to ensure timely invoice payments.
7. Estimated funding requirements for procurement, ensuring compliance with established budgets.

Account Technician

📅 Apr / 2023-Apr / 2024

Cactus Creek Solutions

📍 Phoenix, AZ

1. Managed over 5,000 policies for multiple underwriters using advanced accounting applications.
2. Resolved inquiries from external and internal customers, enhancing service quality.
3. Maintained up-to-date resources on policy processing and procedures, ensuring compliance.
4. Utilized knowledge of inland marine policies to assist clients effectively.
5. Coordinated team-building events, fostering collaboration among staff.
6. Facilitated training for new employees, resulting in high-quality performance metrics.

EDUCATION

Bachelor of Science in Accounting

📅 Apr / 2022-Apr / 2023

State University

📍 Seattle, WA

Focused on financial management, accounting principles, and regulatory compliance.