ROBERT SMITH

Accounting Clerk/Assistant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking to secure an Office position that is offering extensive experience working in fast-paced environments demanding strong organizational, technical and interpersonal skills.

CORE COMPETENCIES

Quickbooks, Excel, Word, Payroll, Accounting, Payment Processing, Human Resources, Office Management

PROFESSIONAL EXPERIENCE

Accounting Clerk/Assistant

CCG Howells - April 2013 – Present

Key Deliverables:

- Processed all invoices for products and services per the company(s) policies and procedures, validate all invoices against purchase orders and receiving documents.
- Document filing, word processing, database input, and management report generation.
- Review/obtain approvals from management prior to payments being made to vendors.
- Prepare and record all monthly recurring expenses (i. E. , rent, utilities, leases, loans, etc.) process employee expense reports when they were not paid through payroll review analyze and reconcile aged payable reports.
- Prepare a weekly meeting and take minutes to document communication in order to meet company objectives and to collaborate and set priorities and make sure we are hitting appropriate deadlines.
- Prepare weekly payment selection and review with controller prior to processing payments.
- Process credit applications and obtain credit reports for customers requesting credit.

Executive Assistant

ABC Corporation - January 2015 – November 2015

Key Deliverables:

- I was responsible for managing all executive level administrative tasks that included conference calls, meetings and travel arrangements.
- Processing bi-weekly payroll, handling payroll taxes, handling hr paperwork including new hire forms, garnishment paperwork, termination forms, and insurance forms and organizing the work load in order to meet deadlines.
- I prepared invoices, reports, letters, financial statements and other documents, using word processing, excel spreadsheets.
- I was in charge of ap/ar, faxing, filing, scanning, answer telephone and directing calls efficiently or taking messages where appropriate and respond to email inquiries.
- I also reconciled expenses and all other general administrative duties such as; read and analyze incoming memos, emails, and purchase orders.

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- I also took care of all the incoming/outgoing shipping procedures as well as developing office procedures to ensure smooth office operations and handled sensitive customer issues and important employee matters.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

EDUCATION

- High School Diploma - (Washington High School - Ogden, UT)A.A. - (Tarrant County College A.A.)

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