



# JAMES CLARK

Junior Accounts Clerk

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## PROFESSIONAL SUMMARY

Aspiring Junior Accounts Clerk with 2 years of experience in invoice processing, payment management, and account reconciliation. Proficient in financial recordkeeping and supporting audit processes to ensure compliance and accuracy. Eager to leverage organizational skills and attention to detail to contribute to a collaborative finance team.

## WORK EXPERIENCE

### Junior Accounts Clerk

WidgetWorks Inc.

📅 Apr / 2024-Ongoing

📍 Denver, CO

1. Processed and managed invoices and payments, ensuring accuracy and compliance with financial regulations.
2. Maintained the integrity of accounting records by performing regular reconciliations and audits.
3. Assisted in the preparation of financial reports and documentation for audits.
4. Collaborated with cross-functional teams to ensure alignment on financial operations.
5. Identified discrepancies in accounts and implemented corrective actions.
6. Facilitated timely account closings by generating financial statements each month.
7. Utilized accounting software to streamline data entry and reporting processes.

### Accounts Clerk

Crescent Moon Design

📅 Apr / 2023-Apr / 2024

📍 Portland, OR

1. Managed the processing of collections and payments for assigned accounts, ensuring timely and accurate transactions.
2. Reviewed vendor invoices for accuracy and compliance before processing.
3. Maintained official accounting records, ensuring internal controls were upheld.
4. Entered invoices into the accounting system, ensuring data accuracy.

## EDUCATION

### Associate of Science in Accounting

State Community College

📅 Apr / 2022-Apr / 2023

📍 Phoenix, AZ

Completed coursework in financial accounting, managerial accounting, and business mathematics.

## SKILLS

Accounts Reconciliation



Invoice Processing



Organizational Skills



Problem Solving



Financial Auditing



## INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

## STRENGTHS

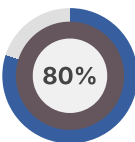
🔍 Criticality

☰ Detail-oriented

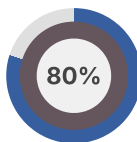
🤝 Diplomacy

😊 Enthusiasm

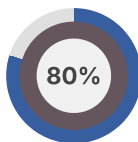
## LANGUAGES



English



Mandarin



French

## ACHIEVEMENTS

★ Successfully processed over 300 invoices monthly, ensuring timely payments.

★ Achieved 98% accuracy in financial records during internal audits.