



ISABELLA CLARK

Accounts Clerk

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Proficient Accounts Clerk with 7 years of experience in managing accounts payable, processing invoices, and performing account reconciliations. Demonstrated expertise in maintaining accurate financial records and enhancing operational efficiency. Passionate about utilizing strong analytical skills and meticulous attention to detail to support financial team objectives.

WORK EXPERIENCE

Accounts Clerk

📅 Apr / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Oversaw all accounting functions, reporting directly to the finance director.
2. Processed accounts payable for multiple departments, ensuring timely payments.
3. Maintained accurate records of business licenses and associated fees.
4. Prepared quarterly reports for regulatory agencies, meeting all deadlines.
5. Coded cash receipts and entered them into the accounting system.
6. Reconciled monthly bank statements for operational and payroll accounts.
7. Collected and posted monthly occupancy taxes to ledgers.

Office Manager / Bookkeeper

📅 Apr / 2018-Apr / 2021

Summit Peak Industries

📍 Denver, CO

1. Managed all accounting tasks, providing direct reports to the governing board of the humane society.
2. Oversaw new employee onboarding processes, ensuring compliance with documentation.
3. Developed training programs to address weaknesses in accounts payable processes.
4. Monitored and maintained accounts payable transactions, ensuring accuracy.
5. Researched and resolved discrepancies between purchase orders and vouchers.
6. Reconciled purchase order and voucher activities with subsidiary and general ledgers.

EDUCATION

Associate of Applied Science in Accounting

📅 Apr / 2015-Apr / 2018

Cypress College

📍 Portland, OR

Focused on foundational accounting principles, financial reporting, and bookkeeping.

SKILLS

85 Words Per Minute



Quicken Accounting Software



Jd Edwards Accounting Software



Turbotax Deluxe



Fixed Asset Software Management



Quickbooks Pro



INTERESTS

🎧 Podcasts

🗣 Language Learning

🎵 Dancing

🚴 Cycling

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- 🌟 Streamlined accounts payable processes, reducing processing time by 25%.
- 🌟 Implemented a new filing system that improved record retrieval efficiency by 30%.