



JAMES CLARK

Bookkeeper/Office Manager

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PROFESSIONAL SUMMARY

Bookkeeper/Office Manager with 24 years of exceptional employment experience, desirable work ethic, and excellent problem-solving skills seeking an accounting, administrative assistant position. Highlights include Quickbooks, Bank reconciliations, Excel, General journal entries, Payroll processing, Accounts receivable, Filing monthly/quarterly taxes, and Accounts payable.

WORK EXPERIENCE

Bookkeeper/Office Manager

📅 May / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Entered financial transactions in the accounting software program on a daily basis so account balances accurately reflect income and outgo.
2. Responsible for handling company finances including cash, responsible with each transaction so funds aren't misplaced or improperly allocated.
3. Met with Department Supervisors and other Managers to discuss budget needs and inventory demands.
4. Purchased supplies and equipment as authorized by Management.
5. Monitored office supply levels and reorder as necessary tag and monitored fixed assets pay supplier invoices in a timely manner.
6. Took all reasonable discounts on supplier invoices, paid any debt as it comes due for payment, monitored debt levels, and compliance with debt covenants.
7. Issued invoices to customers, collected sales taxes from customers, and remitted them to the government.

Bookkeeper

📅 May / 2015-May / 2018

Summit Peak Industries

📍 Denver, CO

1. Conducted a monthly reconciliation of every bank account.
2. Conducted periodic reconciliations of all accounts to ensure their accuracy.
3. Assembled information for external auditors for the annual audit, calculated and issued financial analysis of the financial statements.
4. Maintained an orderly accounting filing system.

EDUCATION

Bachelor of Science in Accounting

📅 May / 2012-May / 2015

University of Texas

📍 Toronto, ON

Focused on financial accounting, management accounting, and taxation.

SKILLS

Microsoft Office

10

Data Entry

9

Accounting

10

Insurance

10

Oracle

7

INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Dutch



Italian

ACHIEVEMENTS

- ★ Streamlined monthly reconciliation process, reducing discrepancies by 30%.
- ★ Implemented a new invoicing system that improved cash flow by 25%.
- ★ Achieved 100% compliance in quarterly audits through meticulous record-keeping.