

ETHAN MARTINEZ

Accountant/Bookkeeper

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PROFESSIONAL SUMMARY

Accountant/Bookkeeper with extensive knowledge in the bookkeeping/accounting field. Proven skills in computer-based job cost accounting, financials through P&L, account reconciliations, purchasing, inventory receiving, customer billing, A/R, A/P, P/R processing from time sheets to state/federal reporting through W-2's. Strong Excel skills including forms and spreadsheet production including formulas. Ten-key by touch.

WORK EXPERIENCE

Accountant/Bookkeeper

📅 May / 2020-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Performed computer-based accounting functions through P&L, including bank reconciliations, custom reports, custom forms, and journal entries, and received inventory in Sage50 (formerly Peachtree Quantum).
2. Participated in annual warehouse inventory count, then posted adjustments in Sage50.
3. Performed A/R functions, creating an invoice from customer sales orders, mailing, faxing, or emailing invoices per customer request.
4. Performed collections and processed auto-pay functions through credit card or ACH.
5. Performed A/P functions, payment processing in a timely manner to take advantage of vendor early payment discounts, contacted vendors with discrepancies, and reconciled vendor statements.
6. Actively participated in suggesting ways to cut overhead costs and assisted in streamlining several time-consuming procedures to increase employee efficiency.
7. Always maintained a business relationship with the managers and eagerly helped in any way possible.

Office Manager/Bookkeeper

📅 May / 2018-May / 2020

Silver Lake Enterprises

📍 Seattle, WA

1. Prepared client budgets, with assigned caseworkers.
2. Prepared all checks to pay client expenses, in accordance with the budget.
3. Ensured all client deposits are made. Investigate missing deposits.
4. Prepared monthly bank reconciliations.
5. Worked with the departmental benefits specialist to ensure client's benefits are maximized, including review accounts for SSI and Medicaid over or under resourced, the feasibility of trusts, burial accounts, food stamps, etc.

EDUCATION

Bachelor of Science in Accounting

📅 May / 2016-May / 2018

State University

📍 Chicago, IL

Focused on financial management, auditing, and taxation principles.

SKILLS

Bookkeeper

AP

AR

Payroll

ACHIEVEMENTS

- 🌟 Reduced monthly closing time by 20% through streamlined processes.
- 🌟 Improved accuracy of financial reports, resulting in a 15% reduction in discrepancies.