

Bookkeeping Assistant

ROBERT SMITH

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Alabama.

Objective

Analytical and detail-oriented professional seeking a position as an Accounting Clerk. Bringing strong clerical abilities and brilliant customer service skills to contribute to office's efficiency and productivity.

Skills

Excel, Word, Access, Windows.

Work Experience

Bookkeeping Assistant

ABC Corporation - January 2013 - January 2014

- Maintained, updated, and verified the accuracy of wire transfer reports, bank statements, daily bank reports, deposit slips, adjustments, invoices, and ledgers for a real estate service provider branch.
- Initiated customer mortgage loan and closing payment wire transactions and validated all transaction details by proofreading and tracking all transfer documents.
- Corrected errors, typos and discrepancies on Wire Transfer Reports regarding wire amounts, bank names, and addresses using Network Global Solutions and SoftPro Select, and documented all adjustments.
- Scanned, digitized, and documented checks for Accounts Payable using Commercial Capture Xpress, recorded the check totals, filed by county, and stored the physical checks securely.
- Organized and filed bookkeeping records of 600-800 daily Wire Transfer Report faxes by county, date, and amount with all associated Adjustment Sheets, invoices, and fax rejections.
- Provided technical support to escrow officers during the implementation of SoftPro software.
- Reconciled End-of-Day Bank Reports and reviewed for typos, software glitches, escrow officer and buyer mistakes, and duplicate wires, reducing reconciliation time from ninety minutes to thirty.

Bookkeeping Assistant

ABC Corporation - 2012 - 2013

- Answered Phones and directed calls to appropriate department.
- Received and processed up to seventy-five handwritten product orders from customer service department daily.
- Processed all credit card payments prior to shipping.
- Printed invoices including shipping instructions.
- Reviewed and processed all incoming invoices.
- Paid invoices according to due date.
- Balanced daily credits and debits..

Education

Bachelor of Arts in English - (Kent State University - Kent, OH)