

Head Bookkeeper I

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Objective

A personable Head Bookkeeper I who is honest, dedicated, and self-motivated with extensive experience in the retail/customer service industry, Eager to grow both professionally and personally. Success-oriented and outgoing with a positive attitude. Strong sense of responsibility and self-motivation

Skills

Microsoft Office, Mac OS X, Windows 8, Outlook, Excel, Email, Editing, Computer Skills

Work Experience

Head Bookkeeper I

Safeway - 2013 - 2019

- Handle all accounting needs for the store and reports directly to management and District Manager.
- Code and enter daily sales and expenses and prepares bank deposits while ensuring that the correct accounts are debited and credited accordingly.
- Processes employee timesheets and submits weekly payroll.
- Handles all banking needs including reconciling bank statements and monitoring cash flow.
- Other duties include incoming and outgoing calls, check to cash, performing daily inventories and audits as well as train, schedule, and supervise employees.
- Implemented computer systems to increase the efficiency and accuracy of accounting.
- Conducted all payroll, accounts receivable, accounts payable, bank statement reconciling and tax recording operations.

Head Bookkeeper

Community National Bank - 2008 - 2013

- Support the daily reporting and balancing of bank operations.
- Supervise bookkeeping staff and review their work for errors.
- Balance daily printing reports. Research and problem solve customer account issues.
- Process all customer transactions and statements.
- Work with dormant accounts.
- Ensure the bank is complying with all compliance guidelines for bookkeeping.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

B.S. in Psychology Minor Sociology - 2009 (University of Colorado Denver - Denver, CO)