

Professional Experience

Account Auditor

Company XYZ, Columbus, OH | April 2016 – Present

- Gather and enter all invoices related to specific accounts
- Maintain records for each account on a cash basis
- Generate standard reports upon request, including reconciliation reports
- Check on any account discrepancies and fix errors in accounts
- Issue bills or credits to bring accounts in balance

Bookkeeper

Accounts Payable and Receivable, Smith Tax Company, Columbus, OH | June 2009 – April 2016

- Tracked invoices for all vendors in real-time
- Handled purchase requests and petty cash disbursements
- Balanced petty cash drawer and other cash accounts
- Generated monthly reports on cash flow and expected out-go
- Ensured accounting processes were compliant with all regulations

Education

Accounting Bachelor of Science

University of Texas Austin, Texas | September 2016 – Present

Certifications

- National Bookkeeper Association's (NBA) Uniform Accounting Certification

Peter Jones

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Dean's List student who maintains an exceptional GPA with more than a decade of experience in bookkeeping. Seeking to develop more high-level accounting experience prior to completing the CPA exam.

Key Skills

- Analytical
- Detail-oriented
- Digital and paper file maintenance
- Organized
- Peoplesoft
- QuickBooks
- Strong verbal and written communication skills