

Bernard Cahalio
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Profile

Bookkeeper with over a 10-year proven track record of accuracy in budgeting and account reconciliation. Recognized for problem-solving and time management skills in creating invoices and statements, with strong customer relations. Associate degree in Accounting with 2016 Bookkeepers Certification.

Professional Experience

Administrative Assistant, F. Milton Corporation, San Antonio, TX

January 2016 - June 2020

- Completed monthly as well as quarterly and yearly variance analysis
- Maintained accurate journal entries, figures and codes
- Managed two accounts payable clerks
- Coordinated with the accountant to complete annual audit and annual budget planning

Accounts Payable Clerk, F. Milton Corporation, San Antonio, TX

May 2008 - December 2016

- Reviewed invoices and matched them with packing slips
- Entered payment approval and processed checks
- Communicated with merchants on bill discrepancies

Bookkeeping Internship, Stonybrook Financial Management, Lubbock, TX

January 2008 - April 2008

- Used QuickBooks to analyze financial data and prepare income statements
- Worked with Accounting team to compile tax information and complete financial reconciliation
- In charge of inputting customer numbers and weekly sales
- Shadowed Accounting team members to practice supporting company and accurate data tracking

Key Skills

- Expert knowledge of QuickBooks and Xero
- Highly proficient in Microsoft Office, including Excel, Access, Outlook, Word
- Proven time management skills with a strong work ethic
- Knowledge of fiscal budgeting, management and accounting reconciliation

Education

Associate Degree in Accounting

Texas Tech University, Lubbock, TX, September 2006 - May 2008

Certifications

- American Institute of Professional Bookkeepers Certification, 2016