

JAYDEN TAYLOR

456 Second Avenue, San Diego, CA 12345 | j.taylor@youremail.com | (123) 456-7890

Professional accounting clerk with over 15 years of experience. Highly dependable, ethical, and reliable. Skilled in a range of accounting procedures, processes, and software programs. Proven track record of maintaining complete client confidentiality with respect to business and tax information.

EDUCATION

ASSOCIATES DEGREE IN ACCOUNTING

The University Of California San Diego, San Diego, CA
September 2004 - June 2006

KEY SKILLS

- Proficient in MS Software applications and financial databases
- Strong written and oral communication skills
- Exceptional customer service skills
- Punctual and organized

CERTIFICATIONS

- Quickbooks Professional 2012

PROFESSIONAL EXPERIENCE

ACCOUNTING CLERK

ABC Financial, San Diego, CA
September 2011 - Present

- Maintain and update financial data systems
- Reconcile input and output figures
- Reduced reconciliation errors by 27% by implementing a new data capture system
- Process payroll and benefits for 490 employees on a biweekly basis
- Investigate and resolve account discrepancies
- Process 80 + vendor invoice payments on a weekly basis

ACCOUNTING CLERK

XYZ International, San Diego, CA
June 2006 - August 2011

- Maintained client and organization financial information with strict confidentiality
- Assisted with year-end 1099 reporting
- Assisted in developing annual organization budgets
- Executed core financial processes
- Processed payroll and benefits for 280 employees on a weekly basis
- Assisted in maintaining and updating automated financial data systems
- Posted billings statements to over 50 accounts