



Maureen Carey

Detail-oriented and organized accounting professional with more than nine years of experience supporting companies with more than \$100 million in annual sales. Collaborated with executives on month- and year-end closings and tax preparation processes. Streamline the AP/AR/Payroll process for sales staff and regularly audited the processes to ensure company compliance.

Professional Experience

Accounting Clerk I

Fortune Liquor and Spirits, Inc., Memphis, TN December 2015 - Present

- Prepare commission for national and international staff
- Audit expense reports for all employees
- Enter general ledger and non-inventory A/P invoices in the system
- Verify, reconcile, and prepare business documents for yearly tax reporting with senior finance staff

Assistant Bookkeeper

Davey's Supermarket, Memphis, TN September 2012 - November 2015

- Verified transaction details, including billing and receiving
- Banked cash and checks
- Billed work orders and assisted with payroll
- Reconciled bank records and got them ready for tax preparers

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Education

Associate of Arts in Accounting
University Of Memphis, Memphis, TN
January 2010 - December 2012

Bachelor of Science in Accounting
University Of Memphis, Memphis, TN
January 2014 - December 2017

Key Skills

- AR/AP/Payroll
- Bank account management
- Attention to detail
- Proficient in popular accounting platforms, including Intuit QuickBooks and Sage Accounting
- Written and verbal communication

Certifications

- Certified Tax Preparer #P87654321
- Certified Payroll Professional
- Certified Public Bookkeeper