**ACCOUNTANT RESUME**

Bay Area, California

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 professionalemail@resumeworded.com

linkedin.com/in/username

**PROFESSIONAL EXPERIENCE**

**Resume Worded, New York, NY Jun 20XX– Present**

**Accounting Clerk**

* Processed and reconciled deposits for daily revenue of over $45000 with 100% accuracy.
* Ensured all bills have been received into the company program and are processed for payment within 30 business days.
* Entered payroll for 60+ employees into the company software and processed through ADP.
* Filed payroll tax and sales tax for over 50 customers each month.
* Streamlined current business procedures to increase work efficiency by 55% and saving ~40 hours a month in man hours.
* Provided excellent customer service, effectively reducing customer complaints from 65% to 23% within the first 8 months.

**Growthsi, New York, NY Jan 20XX– May 20XX**

**Account Clerk II**

* Handled the purchasing for the office staff and successfully ensured adherence to the monthly limit of $8000.
* Prepared journal entries. inventory and monthly payroll and post accounting data for the 100+ office staff.
* Completed month end close process for more than 120 clients.

**Resume Worded, San Diego, CA May 20XX – Dec 20XX**

**Account Clerk I** (Nov 2011 – Dec 2014)

* Promoted within 18 months due to strong performance and organizational impact (one year ahead of schedule).
* Audited over 120 invoices within 30 days of the received date.
* Mentored and trained 10+ new employees and 70+ existing employees.

**Account Clerk** (May 2010 – Oct 2011)

* Managed 4000 bills every week.
* Opened over 100 new customer accounts over a period of 4 months.

**Student Account Clerk** (May 2008 – Oct 2011)

* Performed administrative tasks such as answering phones, faxing, taking messages and addressing emails, with 100% efficiency.
* Provided 100% accurate student account information to more than 250+ queries such as answering billing inquiries and setting up payment arrangements.

**EDUCATION**

**Resume Worded University, San Francisco, CA May 20XX**

Bachelor of Commerce, Financial Management.

**SKILLS**

* Accounts Payable
* Accounts Receivable
* QuickBooks
* Oracle
* SAP, FMS
* MS Access
* AS400
* 40WPM, 10 keys