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| **TAYLOR BLOOM**Bookkeeper Resume |

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| **CONTACT INFORMATION** St. Louis, MO 63101 (555) 555-1234 taylorbloom@email.com linkedin.com/in/taylor-bloom |  | **EXPERIENCE****Full-Charge Bookkeeper**Smithington Corp., St. Louis, MO (06/2018) - PresentWork with high-net-worth clients, well-organized, and comfortable dealing with financial data. Responsible for overseeing the accounts payable and receivable, processing payroll, and conducting other tasks related to finance.* Track expenses, budget, taxes, cash flow, receipts, and other financial dealings of clients
* Provide regular financial reports (weekly, monthly, and yearly)
* Monitor accounts payable and receivable
* Ensure timely processing of payroll

**Accounting Assistant**Heatherington Specialists, LLC, St. Louis, MO (01/2016 - 06/2018)* Responsible for performing accounting and administrative duties. Support business growth and accounting department by preparing business books and working with payroll and tax.
* Process income and expense statements
* Perform administrative support functions and tax support functions
* Handle monthly and quarterly reports as well as client contact information

**Assistant Bookkeeper** Builders, Inc., St. Louis, MO (08/2013 - 12/2015)* Conducts bank/brokerage statement reconciliation
* Data entry and coding of financial transactions
* Accounts receivables, accounts payables and invoicing
* Creates reports for quarterly and year-end tax preparation
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| **SUMMARY**Self-motivated individual with ability to develop efficient systems for precise accounting of financial transactions. Proficient in mathematics and statistics, highly organized, and a self-starter. Expertise in producing accurate and reliable financial statements. |
| **SKILLS**• QuickBooks • Payroll Accounting • MS Office • Xero • Accounts Payable • Accounts Receivable • Multitasking • Attention to detail • Invoicing • Error Detection • Tax Calculations • General Ledger• Debits and Credits • Financial Statements |