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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) - Present  Work 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 |
| **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 |