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| **EDUCATION** |  | **SUMMARY** |
| **Associate’s Degree in Accounting**  State University, Payson, UT  Major: Bookkeeping |  | A hardworking and well-organized Bookkeeper with in-depth knowledge of complex accounting and bookkeeping systems. Poised to ensure timely and accurate recording of accounts receivable and payable of ABC Company. |
| **COMPUTER SKILLS**   * QuickBooks * MS Office (Word, Excel, and Outlook) |  | **EXPERIENCE**  **Bookkeeping Intern**  Rose International, Payson, UT  Jan 2023 – Jul 2023   * Verified the source documents such as invoices and receipts to determine data needed for reporting purposes. * Posted financial transaction details to subsidiary books and transferred data to general ledgers. * Assisted in reconciling and balancing accounts, and tracked and maintained inventory records. * Prepared checks and bank deposit slips and assisted in preparing and processing payroll. * Provided support for calculating and making tax documents. |
| **BOOKKEEPING SKILLS**   * Invoicing – Tax Calculation * Debt Monitoring – Payroll Processing * Financial Analysis – Accounts Balancing * Petty Cash Handling – Reconciliation * Internal Control Systems |  |
| **COURSEWORK:**   * Accounting Ethics * Bookkeeping * Fundamentals * QuickBooks * Payroll Accounting * Forensic Accounting |  | **HIGHLIGHTS OF QUALIFICATIONS**   * Proficient in developing systems to account for financial transactions by establishing accurate charts of accounts. * Exceptional talent for balancing and maintaining general ledgers by preparing trial balances and reconciling entries. * Skilled in monitoring debt levels by complying with debt covenants and performing follow-up activities.   Competent at calculating and issuing financial analysis of financial statements. |
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