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| **CARLA GORDON**Bookkeeper Resume |

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| **CONTACT INFORMATION** **Address:** 32 Spring Street, New York, NY**Phone:** (212) 941-7994**Email:** carla\_gordon@yahoo.com**Current job:** Full Charge Bookkeeper at McGladrey |  | **EXPERIENCE****Full Charge Bookkeeper,** 2015 – PresentMcGladrey, New York, NY* Perform bookkeeping for all financial transactions
* Complete month end closings in a timely manner
* Prepare and present financial statements
* Manage inventory
* Process employee payroll
* File tax repo\rts

**Assist with budget preparation**Bookkeeper, 2009 – 2015Citrin Cooperman, New York, NY* Calculated employee payroll and superannuation
* Managed accounts payable and receivable
* Managed invoices and monthly reports
* Monitored financial transactions and reports
* Provided customer service, in person and by telephone

**Managed office supplies**Bookkeeper, 2003 – 2009Presti & Naegele, New York, NY* Responsible for daily entry of accounting transactions
* Prepared and presented financial statements
* Performed reconciliations on bank accounts that consisted of errors
* Produced monthly financial summaries and reports
* Processed monthly payroll with accuracy and integrity
* Ensured compliance with all regulatory reporting requirements
* Maintained fixed asset inventory

**Administrative Assistant,** 1998 – 2003Presti & Naegele, New York, NY* Handled and processed mail
* In charge of contacting vendors and ordering supplies
* Assisted with promotional materials
* In charge of the petty cash account
* Organized office events
* Assisted with other administrative tasks as directed
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| **OBJECTIVE STATEMENT**To secure a position as a Full Charge Bookkeeper in one of the state’s finest established companies and to work in a challenging environment where I can sharpen my mind, hone my skills, and continue growing as a professional. |
| **EDUCATION****Bachelor of Science Degree in Accounting**College, University at Albany – School of Business, New York1994 – 1998,3.8 GPA**High School,** Xavier High School, New YorkHigh School Diploma1990 – 1994, 4.0 GPA |