**Richard Williams**

3665 Margaret Street, Houston, TX 47587

RichardWilliams@gmail.com

(770) 625-9669

**Summary**

A general bookkeeper with 8+ years of experience using both single-entry and double-entry systems for medium-sized businesses. Specialize in performing bookkeeping for multimillion-dollar companies. Possess expertise in numerous pieces of bookkeeping software. Identified and eliminated departmental inefficiencies to increase productivity by 15%.

**Relevant Skills**

**FINANCE**

* Corrected spreadsheet error saving A/P $3,500.
* Performed financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal for a multimillion-dollar company.
* Certified QuickBooks Accountant.

**ORGANIZATION**

* Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
* Performed general office duties such as filing, answering telephones, and handling routine correspondence.
* Maintained error-free financial books for over 7 years.

**Work Experience**

**GENERAL BOOKKEEPER. Franklin & Rodgers Business Solutions, Scottsdale, AZ, September 20XX - Present**

* Accessed computerized financial information to answer general questions as well as those related to specific accounts.
* Formulated, prepared, and issued bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverable.
* Trained 3 new administrative assistants and junior bookkeepers

**ADMINISTRATIVE ASSISTANT BOOKKEEPER. Patton Group, Tempe, AZ, June 20XX – August 20XX**

* Operated computers programmed with accounting software to record, store, and analyze information.
* Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
* Matched order forms with invoices and records the necessary information.

**Education**

B.S. ACCOUNTING

Wilhem University, 20XX

Phoenix, AZ A.S. ACCOUNTING

Wilhem University, 20XX

Phoenix, AZ CERTIFIED BOOKKEEPER

American Institute of Professional Bookkeepers, 20XX