**ACCOUNTING ASSISTANT**

New York City, NY 10000

first.last@resumeworded.com

+ 1 (212) 123-4567

**PROFESSIONAL EXPERIENCE**

**RESUME WORDED —** New York, NY

2016- Present

**Accounting Assistant**

* Managed payroll and the registration of employees for the 150+ employee branch.
* Reviewed, prepared and issued bills and invoices for over 280+ clients.
* Identified discrepancies in reports totalling ro $110000, resulting in crediting money back to the direct group.
* Processed accounts receivable including the order entry and billing of approximately 175 invoices weekly.

**GROWTHSI —** New York, NY

2012- 2016

**Accounting Assistant II (2015 - 2016)**

* Processed various payment amounts up to $6M while administering all applicable fees for multiple invoices.
* Compiled and analyzed company financial records for accuracy, maintaining 100% accuracy of the monthly financial reports over the course of 8 months.
* Designed a documentation workflow system that increased administrative efficiency by 10%.

**Accounting Assistant (2012 - 2016)**

* Partnered with accountants and supervisors to ensure 100% accurate and timely financial reporting utilizing sharepoint to generate documents for senior management approval.
* Managed the processing of over 250 daily requests from the accounts payable department and reconciled over 80 vendor statements daily.

**RESUME WORDED —** New York, NY

2012- 2013

**Accounting Intern**

* Maintained and organized files by keeping all accounts payable records up to date, increasing work efficiency by over 65%.
* Maintained consistent communication amongst 15+ vendors, addressed any disputes regarding outstanding invoices, payments and adjustments, increasing customer satisfaction rate by over 95%.

**EDUCATION**

**GROWTHSI BUSINESS SCHOOL**

**San Francisco, CA**

Business Administration - Accounting.

**2010-2012**

**RESUME WORDED UNIVERSITY**

**New York, NY**

Bachelor of Applied Business, Major in Accounting, Audit and Finance Management; Minor in Information Technology.

**2007-2011**

**ADDITIONAL INFORMATION**

* Techniques: Account Analysis, Financial Statements, Accounting Terminology, Organization.
* Technical Skills / Software: Tax software, CRSTL, QuickBooks, Oracle, MS Excel, MS Project.
* Certifications: Accounting Bootcamp (2016), Passed Resume Worded examinations.