**ACCOUNTING ASSISTANT RESUME WORK EXPERIENCE**

**CLOUD CLEARWATER | Tampa, FL**

**Accounting Assistant**

**Feb 20XX–Jan 20XX**

* Purchase supplies and equipment for 3 departments, accurately recording purchases and reducing reconciliation discrepancies by 35%
* Process expense reports, properly documenting and allocating expense items
* Submit travel reimbursement requests and ensure missing receipt affidavits are completed in full

**CRANE & JENKINS | Tampa, FL**

**Accounting Clerk**

**Jul 20XX–Feb 20XX**

* Served as primary point-of-contact for vendor inquiries, promptly investigating issues and solving concerns
* Received, tracked, and accurately processed 50+ vendor invoice payments on a weekly basis
* Reconciled and batched payments on a daily basis

**TRADELOT | Tampa, FL**

**Audit Intern**

**May 20XX–Jun 20XX**

* Processed cash, check, and credit transactions, maintaining 98% accuracy to minimize end-of-day balancing errors
* Balanced check payments, identifying and resolving discrepancies immediately
* Accurately prepared and sent bank deposits (~100K each) semiweekly