Sample Resume for Bookkeeping clerk

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Profile Summary**

* Technically skilled Bookkeeper responsible for the full charge Bookkeeping functions.
* Able to efficiently prepare the complete set of financial statements as well as manage account payable, accounts receivable and staff payroll.
* Competent in maintaining accurate company-wide financial records and yield timely financial reports.

**Work Experience**

Accounting clerk

Xyz Corporation

2012 present

* Review, verify and process accounts payable transactions.
* Generate invoices and verify billing input.
* Receive and process payments.
* Prepare Bank Deposits.
* Follow up on connections.
* Perform bank reconciliations.
* Audit and enter employee expense reports.
* Reconcile assigned accounts.
* Prepare and input journal entries into general ledger.
* Prepare and distribute monthly financial reports.
* Verify and process timecards.

Accounting clerk

Xyz Corporation

2008-2012

* Processed accounts payable and accounts receivable.
* Prepare end-of-month accounting reports.
* Investigated and resolved discrepancies by auditing documentation.
* Managed inventory

**Education**

Associate Degree in accounting, 2007

**Skills**

* MS Office
* QuickBooks
* Oracle,
* Data entry, Analysis and management.

**Core Competencies**

* Task planning and organization.
* Communication skills.
* Problem-solving.
* Decision-making.
* Attention to detail.
* Team player.s