

Sample Resume-Accounting



Accounts Receivable/Payables

Objective Seeking position as an Accounts Payable Clerk where five years of related experience will add value.

Professional Profile

- More than five years accounting experience.
- Proficient in the following Microsoft Applications; Microsoft Word, Excel, Outlook and Access.
- Developed interpersonal skills, having dealt with a diversity of professionals, clients and staff members.
- Self-motivated; able to implement decisions and set effective priorities to achieve long term goals.

Employment Experience

2003 - Present **Accounting Clerk/Bookkeeping, Company 123**

- Compile reports, such as cash receipts, customer-bill charges, and sales for accounting and management purposes.
- Maintain Accounts Receivable/Payable; handle outgoing communications on PC word processing system.
- Prepare financial reports and year end adjustments.
- Process daily cash receipts and make bank deposits.
- Perform clerical and front desk duties, such as filing and mailing.

2000 - 2002 **Cashier, Company ABC**

- Advised customers on purchases.
- Provided exceptional customer service and support.
- Counted cash; and reconciled charge sales and cash receipts with total sales to verify accuracy of transactions and merchandise sold.
- Ability to assess organizational needs and implement administrative procedures.
- Observed checking, billing, and cashiering activities.
- Provided cash management services.

Education

2002 **A.A., Accounting**
Business School of Accounting

Relevant Skills

- General Ledger
- Profit & Loss
- Invoicing
- Financial Reporting
- Customer Service
- Purchase Orders
- Billing
- ADP Payroll
- Banking and Investor Relations
- Written Communication

Professional References Available on request