

Robert Smith

Senior Bookkeeper

PERSONAL STATEMENT

Over 20+ years' experience in Bookkeeping and an effective, analytical approach to identifying and solving complex problems. Proficient in Quick Books Pro Accounts Edition and small business accounting.

WORK EXPERIENCE

Senior Bookkeeper

ABC Corporation - January 1992 - February 2003

Responsibilities:

- Updated confidential employee banking information with accuracy and speed.
- Maintained accounts receivable documentation electronically and on paper.
- Processed bank reconciliations and financial reports to verify the practice of proper due diligence.
- Handled cash and deposits using proper accounting procedures and documentation.
- Increased efficiency and alleviated workloads by creating a new Excel financial recording system.
- Processed payroll, electronic deposits, and employee pay adjustments.
- Processed journal entries, online transfers, and payments.

Senior Bookkeeper

Delta Corporation - 1988 - 1992

Responsibilities:

- Working as an senior accountant/bookkeeper for a Property Management firm directly under the controller.
- Include but not limited to maintaining company cash book, deposits, bank reconciliation and billings Create remote deposit captures and post checks .
- Reconcile accounts monthly and quarterly, prepare financials for final review by accountant.
- Complete payroll returns, Florida and Out of State for over 100 clients, Forms 941, 940, RT-6, W-2 processing.
- Monthly and quarterly sales tax returns filed online.
- Creative Solutions, CS accounting, quickbooks and quickbooks online, Peachtree, excel spreadsheets, Microsoft word.
- Responsible for accuracy of bookkeeper and assistant bookkeepers work Processed all aspects of payroll including calculating deductions for medical, .

Education

High School Diploma

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Quickbooks, Word, Excel,
Payroll, Bookkeeping.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)