

Bookkeeper

Detail-oriented Bookkeeper with 4 years of experience implementing financial controls and processes resulting in a 20% reduction in errors and a 15% increase in efficiency. Skilled in managing accounts payable and receivable, processing payroll and employee benefits accurately and on time, and preparing and filing quarterly and annual tax returns with a 100% compliance rate. Proven ability to analyze financial data, identify cost-saving opportunities, and maintain accurate financial records resulting in successful audits and increased financial transparency.

WORK EXPERIENCE

Bookkeeper

03/2022 – Present

Precision Financial Solutions.

- Implemented new financial controls and processes, resulting in a 20% reduction in errors and a 15% increase in efficiency.
- Developed and maintained accurate financial records, resulting in a successful audit with no major findings.
- Analyzed financial data and identified cost-saving opportunities, resulting in a 10% reduction in expenses.

Accounting Clerk

03/2020 – 03/2022

Acme Accounting Services.

- Managed accounts payable and accounts receivable, resulting in a 95% on-time payment rate and a 20% reduction in outstanding balances.
- Processed payroll and employee benefits accurately and on time, resulting in a 100% satisfaction rate among employees.
- Prepared and filed quarterly and annual tax returns, resulting in a 100% compliance rate with all tax regulations.

Junior Bookkeeper

03/2019 – 03/2020

Capital Bookkeeping Co.

- Reconciled bank accounts and credit cards, resulting in a 99% accuracy rate and a 10% reduction in discrepancies.
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements, resulting in a 15% increase in financial transparency and accuracy.
- Monitored and managed cash flow, resulting in a 20% increase in available funds for business operations.

Accounting Firm Keeper Resume

Zhe Xu



Accounting Firm Keeper Resume:

Winning Resumes Matthew Greene,1994 You want the job but how do you get your resume to stand out from the hundreds of others employers usually get Writing the old type of basic resume just doesn't cut it anymore It's too vague too bland and too lackluster It won't sell you Written by a personal expert this remarkably effective guide shows you how to turn your resume into a mini sales presentation that grabs immediate attention because it offers your best selling points Whether you are a recent college grad or a midlife career changer you'll learn how to get a jump on other job applicants with this strategy packed book that is complete with sample resumes tips on format style and words phrases and sentences that sell There's so much you can copy or adapt The CPA Journal ,2000 **The Physician Manager's Handbook** Robert J. Solomon,2008 Physicians are increasingly taking on new roles as executives and managers in today's health care delivery system As such management skills should be an essential part of every physician's repertoire Complete with sophisticated and practical approaches to health system management and leadership problems encountered by physicians this text is an ideal resource **The Accountant** ,1883 **The Book-Keeper and American Counting-Room Volume 2** Richard P. Brief,2020-09-04 This book first published in 1989 contains reprints of the early periodical on accounting The Book Keeper It dealt with historical reviews of methods and systems in all ages and by all nations Elucidations of accounts introducing new and simplified features of accounting Problems from the counting room discussed and explained Instructive notes upon plans and methods of book keeping in every department of trade commerce and industry The journal is a primary source for students interested in the history of accounting **Legal Services Corporation Act Amendments of 1983** United States. Congress. Senate. Committee on Labor and Human Resources,1984 The Michigan CPA ,1985 *Daily Graphic* I.K. Nkrumah,1977-08-23 Pennsylvania CPA Journal Pennsylvania Institute of Certified Public Accountants,1996 **Secrets of Self-Employment** Paul Edwards,Sarah Edwards,1996-09-09 The bestselling Self Employment Experts present a book that will help you survive in today's career marketplace Whether you're just starting out or already working for yourself Secrets of Self Employment will help you master what everyone who leaves the security of a paycheck behind already struggles with the emotional side of being your own boss Here are tips on everything you need to take the stress out of your path to success including How successful self employed individuals make it through the good times and the bad How to turn fears doubts disappointments and frustrations into determination and confidence How to organize your business so that it practically runs itself The book we've all been writing for Sarah and Paul Edwards's advice is like a staunch friend always ready with real usable practical answers Dottie Walters author of Speak and Grow Rich

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