

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

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Accounting Firm Keeper Resume:

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