

ACCOUNTING ASSISTANT RESUME

296 King St, Charleston, SC 29401 • your-name@email.com • (123) 456-7890

Summary

Accounting Assistant with 4+ years of experience in accounts receivable, accounts payable, processing invoices, and payroll. Expert at using QuickBooks and advanced Excel functions to reduce processing times and save costs. Possess a bachelor's degree in business administration with a focus on accounting.

Professional Experience

Assistant Accountant
NAKUPUNA COMPANIES, Charleston, SC

September 20XX – Present

- Manage database of 100+ clients, ensuring prompt processing of accounts receivable and accounts payable
- Collaborate with department managers and vendors to review vendor bills and receive payment approval
- Maintain bookkeeping records and accounting system files, reconciling transactions with the general ledger in compliance with GAAP and company policy
- Handle customer disputes by communicating with customers and investigating non-payment issues, clearing \$1.2m+ in accounts receivable
- Created VBA program in Excel to automate complex filing procedures, cutting billing entry time by 40%

Accounting Clerk
KING AND SOCIETY CONSTRUCTION, Mount Pleasant, SC

June 20XX – August 20XX

- Supported accounting team by entering accounts payable and accounts receivable invoices for 45+ clients into QuickBooks
- Processed and verified 80+ check payments for 15+ vendors per month
- Managed payroll activities and weekly reimbursements for 50+ employees
- Assisted with reviewing and reconciling financial statements at month-end and year-end close

Education

COASTAL CAROLINA UNIVERSITY, Conway, SC
Bachelor of Science in Business Administration (concentration: certified public accounting)
Honors: *cum laude* (GPA: 3.8/4.0)

May 20XX

Additional Skills

- Microsoft Office 365
- MS Excel, including pivot tables, formulas, macros, and VBA
- QuickBooks, QuickBooks online
- Attention to detail
- Problem solving

Accounting Assistant Resume Profile

Karen Schaffer



Accounting Assistant Resume Profile:

Resumes For Dummies Laura DeCarlo, 2019-03-19 Polish up that old resume and land your dream job We've all been there it's time to apply for a job or internship and you have to create or revise your resume Many questions pop in your head What do employers want What skills should I highlight How do I format this How do I get noticed But resume writing doesn't have to be a daunting task The latest edition of Resumes For Dummies answers all of these questions and more whether you're a resume rookie looking for new tips or want to create that eye-catching winning resume In this trusted guide Laura DeCarlo decodes the modern culture of resume writing and offers you insider tips on all the best practices that'll make your skills shine and your resume pop Let's start writing Write effective resumes that will stand out in a crowd Understand Applicant Tracking Systems and how to adapt your resume Keep your resume up with the current culture Position a layoff or other career change and challenge with a positive spin Leverage tips and tricks that give your resume visual power In order to put your best foot forward and stand out in a pile of papers it's important to have an excellent and effective resume and now you can [The Complete Book of Resumes](#) Karen Schaffer, 2005-11-01 Crafting the perfect resume is the first step for job seekers And these days employers have tons of different filters to weed out candidates and narrow their hiring pool The Complete Book of Resumes is packed full of information on crafting a resume and the kind of structure and language that will get an employer's immediate attention as well as tons of samples for readers to use as a guideline for success The Complete Book of Resumes includes information on How to begin if you're starting from scratch The profile or the most important part of your resume Work experience or What have I been doing all these years Punching it up how to make a good resume great The career transition resume chapter for brave souls You're just starting out Big leaps positioning yourself for jobs above your current level Including more than 300 resumes The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience *Business Software Directory*, 1986 [Best Resumes for Accountants and Financial Professionals](#) Kim Marino, 1994-02-16 Because in today's competitive job market you need every edge you can find The founder of the Just Resumes writing service and author of several popular resume books Kim Marino now offers practicing and prospective accountants and financial professionals a practical highly targeted guide to writing winning resumes Whether you're an executive making a lateral move or returning to the work force or a college graduate just entering the accounting industry this surefire handbook provides you with step-by-step guidance and savvy advice on how to create a professionally designed resume that puts your education experience and accomplishments in the best possible light and helps you reach your job objective Best Resumes for Accountants and Financial Professionals first offers quick tips on the basics of resume writing proper resume appearance and the do's and don'ts of resume preparation You'll learn what type of resume best suits your needs and how to create each whether chronological functional or combination resumes It then gets down to specifics with tailor-made advice and 80 detailed sample resumes and cover letters for

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