

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

Kathryn K. Troutman



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