

Assistant Accountant Resume Format

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Canada

Mark Thompsons

Accounting Assistant

Objective To find an accounting assistant job in a small company

Profile

- 8 years' general accounting experience
- Maintained complete records to balance
- Proficiency in manual and computerized bookkeeping systems
- Thorough, responsible
- Bilingual

Professional experience **2006-2002** **Accounting assistant** **Company ZZZ,**
QC

SSII - Employees: 60 - Sales: CAD\$15 M

Duties:

- Responsible for general office administration and file management
- Answered requests for legal information from the public
- Entered and compiled data in electronic databases
- Organized meetings and conference calls
- Responsible for payroll, monthly remittances to Revenue Canada and monthly bank reconciliation