**First Last**

Accounting Clerk

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Accounting clerk with 10+ years of experience managing finances and maintaining records in fast-paced environments. Key achievement: designed innovative accounting procedures for monthly operations in the internal bookkeeping system of 300+ departments.

**RELEVANT WORK EXPERIENCE**

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**Resume Worded, New York, NY** 2015 – Present Accounting Clerk

● Introduced a system to properly track 2400+ invoices, boosting departmental efficiency by 95% in Q1 2022. ● Processed banknotes, checks, and debit transactions; maintained a 90% accuracy by minimizing balancing errors.

● Recorded precise supplies and equipment purchases for 10+ departments, reducing 67% of reconciliation discrepancies.

● Prepared 500+ corporate annual reports, 110+ consolidating transactions, and balance sheet information for federal regulatory filings.

**Growthsi, San Francisco, CA** 2013 – 2015 Full Charge Bookkeeper

● Compiled financial information and payments to ensure that 860+ vendors were paid promptly within 48 hours of first contact.

● Increased efficiency by initiating billing changes and setting up an autopay system to handle 2300+ yearly vendor invoices.

● Streamlined invoices for 140+ major customers to understand and easily track merchants by unique numbers.

● Implemented an innovative system to track accounts payable, decreasing 45% of late payments in Q1, Q2, and Q3 2015.

**Resume Worded Exciting Company, San Francisco, CA** 2011 – 2013 Debt Collector

● Negotiated payment contracts with 350+ debtors on past-due accounts; offered recommendations that resolved 93% of their obligations.

● Collaborated with banks, credit card companies, and insurance firms to collect over $100K in outstanding debts.

● Resolved delinquent loans by initiating 2100+ outbound calls, which helped recover over 75% of debts in the first year of employment.

**EDUCATION**

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**Resume Worded University,** New York, NY 2011 Associate of Science— Business Administration

**SKILLS**

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**Technical Skills**: Cashiering (Advanced), Bank Reconciliation (Experienced), Invoicing, Bookkeeping, Auditing **Languages**: English (Native), German (Fluent), French (Conversational)