

ROMAN ARKELL

Accountant

 Chicago, USA

 781-984-9624

 roman.zarkell@gmail.com

+ ABOUT ME

Professional accounting clerk with 3+ years of experience providing accounting support. Seeking to provide my accounting skills at Scanx incorporation. At Spire Impulse, streamlined the AP process to reduce un-invoiced total from over 50% to 12%.

+ EDUCATION

- Boston University
Boston
2015
MBA

Excelled in finance & accounting coursework. Worked in a team of 20+ students to start a small food business within the university with success.

+ ADDITIONAL ACTIVITIES

- **PRESIDENT, LYNN BUSINESS SOCIETY**
Lead bi-monthly business seminars.
Arrange 2 business tours per year.
- **CO-AUTHOR, FINANCE RESEARCH PAPER**
Assisted teacher in writing finance research paper published in the Quarterly Journal of Economics. Gathered data from the top 10 companies in Boston.

+ WORK EXPERIENCE

- Spire Impulse JAN 2018 - DEC 2020
ACCOUNTING CLERK
 - Processed accounts payable and receivable.
 - Prepared accounting reports.
 - Investigated and resolved account discrepancies.
 - Processed 50+ vendor invoice payments weekly.
 - Performed weekly check runs for 230+ vendors.
 - Processed payroll for 450 employees biweekly.
- Fund Alpha MAY 2016 - DEC 2017
ACCOUNTING CLERK
 - Maintained records for 70+ clients.
 - Assisted with year-end 1099 reporting.
 - Maintained W-9 files & ledger accounts.
 - Post billing statements to over 100 accounts.

+ SKILLS

Accounting

Bookkeeping

Finance

Intuit QuickBooks

Payroll Processing