

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

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

Resume Worded University, New York, NY

2011

Associate of Science— Business Administration

SKILLS

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