

Brian Watkins

Accounting Assistant

brian.watkins@email.us

504-319-9453

Summary of Qualifications

Energetic accounting assistant with 2+ years of experience in financial administration. Skilled in data processing and documentation analysis. At Paymax Co. helped to increase work efficiency by 10% by implementing a new documentation workflow system. Knowledgeable of QuickBooks and MS Excel proficient, seeking to leverage great organizational and analytical skills at XYZ.

Work Experience

Accounting Assistant

Paymax Co., New Orleans, LA

July 2018–January 2019

Key Qualifications & Responsibilities

Processed company documentation, such as invoices and payment checks.

Managed all purchase orders and monitored company budget by controlling project expenses.

Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.

Completed the general ledger with payroll entries.

Maintained flawless communication with the management.

Analyzed QuickBooks data for accuracy.

Key Achievements

Designed a documentation workflow system that increased administrative efficiency by 10%.

Accounting Assistant

Smith Financial Services, New Orleans, LA

March 2017–June 2018

Key Qualifications & Responsibilities

Assisted tax accountants in preparing tax returns and financial statements.

Communicated with clients on a daily basis and ensured excellent customer service.

Managed shipments and sales orders.

Prepared invoices, expense reports, and payment memos.

Compiled and analyzed company documentation for accuracy.

Performed data processing in MS Excel.

Ensured good information workflow between tax preparers and management.

Key Achievements

Maintained 100% accuracy of the company monthly financial reports over the course of 6 months.

Education

BA, Finance and Management

New Orleans College of Business Administration

2015-2018

Skills

Soft skills: Communication, critical thinking, attention to detail, multi-tasking, organization.

Hard skills: Financial statements, account analysis, QuickBooks, MS Excel, accounting terminology, mathematics.

Certifications

Accounting Software Application Course

Certified Financial Planner