**John M. Jones**

HOME ADDRESS:

4738 Spruce Street  
Buffalo, NY 02387

TELEPHONE NUMBERS:

Home: 805-274-9169  
Work: 805-789 3157

EMAIL ADDRESS: jjones@email.com

**EXPERIENCE**:

Mar 95-Apr 99, Accounting Specialist, Jones & Smith, Inc., Buffalo, NY

Williams Jenkins, Tel: 805-274-7619, Salary: $28,597, Weekly Hrs Worked: 40

Served as an accounting specialist. Utilized automated accounting systems for data input and to obtain reports. Maintained accounting ledgers and performed account reconciliation. Maintained status of funds. Performed account analysis and account research. Processed accounting transactions. Validated expenditure and collection transactions. Handled customer inquiries, researched problems and developed solutions. Trained lower level accounting clerks. Applied company internal controls requirements in performing accounting processes and procedures.

Jun 93- Feb 95, Payment Technician, Kodak Company, Rochester, NY

Jane Smith, Tel: 802-479-8235, Salary: $24,637, Weekly Hrs Worked: 40

Worked as a payment technician. Reconciled and verified payment data from an automated disbursing system. Produced payment vouchers. Administered company check stock and produced checks for employee travel payments and for payrolls. Compiled electronic fund transfer (EFT) information and processed payments. Performed reconciliation and balanced disbursement payments made with original data. Provided customer services and responded to customer inquiries from remote plants. Researched problems and processed corrected payments. Maintained records of payment information. Distributed payment documents.

**SKILLS**:

Automated Accounting Systems, Ledger Maintenance, Account Reconciliation, Account Analysis, Accounting Transaction Processing, Transaction Validation, Internal Controls, Provide Training, Disbursing, Payment Processing, Check Preparation, Electronic Fund Transfer Processing, Transaction Reconciliation, Customer Service, Problem Solution, Payment Records Maintenance

**EDUCATION**:

Glen Cove High School, Buffalo, NY, Diploma, 1983

BA, Finance, University of Buffalo, 1987

**TRAINING**:

Automated Financial Systems Certificate, Payment and Disbursing Transactions, Basic Electronic Fund Transfer Actions, Automated Accounting Systems

**LICENSES AND CERTIFICATES:**

None

**HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS**:

Performance Bonus, 1997

Outstanding Performance Certificate, 1995