# {NAME}

Email: {EMAILADDRESS}

Address: {MAILADDRESS}

Seeking a Full-time position in Finance Associate (A/R) utilizing the strong organization, detail orientated and multitasked skill for bookkeeping and other administrative support.

WORK EXPERIENCE

## Accounting Clerk

Chinese Cultural Association August 2013 to Present

August 2013 - Present

* Post all receivables on QuickBooks/ Sycamore System
* Prepare & submit customer invoices
* Maintain customer files & Follow up/ communicate with clients about chargebacks
* Prepare Worker's Compensation audit documents
* Monitor customer accounts for non-payment and payment delays
* Prepare & Coordinate deposit activities
* Maintain & prepare payroll using ADP Electronic System
* Prepare year-end reports: Federal form MISC-1099
* Perform all other duties as assigned
* Assist staffs with administrative duties as requested

## Administrator

AKH Trading Inc./ WORK Wheels USA August 2006 to Present

Cooperate in the maintenance of products collection system

* Maintain accurate daily A/P or A/R on QuickBooks
* Prepare & submit customer invoices
* Prepare & coordinate deposit activities
* Invoices processing
* Monitor customer accounts for non-payment and payment delays
* Handle yearly renewal of business, professional, employers, health and General liability insurance
* Assist with completion of necessary statistical reports as requested
* Prepare and Report employees' time sheet
* Work with independent CPA's for the preparation of corporation tax returns
* Perform all other duties as assigned

## Accounting Assistant

AKH Trading Inc./ WORK Wheels USA October 2012 to August 2013

October 2012 - August 2013

* Post receivables on QuickBooks
* Prepare customer estimate invoices
* Assist with Accounts Payable to reconcile bank statement in a monthly basis
* Organize A/R or A/P Receipts/Invoices files
* Prepare deposit activities
* Perform all other duties as assigned

ADDITIONAL Undergraduate Research Opportunities Program

## Volunteer

{UNIVERSITY} - March 2009 to March 2009

EDUCATION

**Bachelor of Arts in Economics** {UNIVERSITY} - June 2011

SKILLS

Language: Proficient in Mandarin Chinese

Computer: Microsoft Word, PowerPoint, Excel and QuickBooks (Enterprise Solutions)