Jan Tzu Chiu

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# Professional Summary

Seasoned Bookkeeper with more than 20 years of experience

# Skills & Abilities

## ACCOUNTING SYSTEMS/cOMPUTER SKILLS

* ACCPAC
* Quicken Books
* Microsoft Office

## Communication

* Constantly communicate closely with all departments to ensure the accounting transactions are successful.

## Leadership/Trainner

* Train new staffs in Accounting
* Review other Bookkeeper’s work.
* Provide ideas to improve the efficiency, reduce costs, and safeguard assets.

# Experience

## Account Payable | Attop International, LLC, CALIFORNIA | 02/2010 TO 09/2015

Applied Vender Purchase and Invoice weekly payables. Prepared checks for signature

## Accounts Receivable | Buslink USA INC, CALIFORNIA | 05/2001 TO 05/2007

Applied cash receipts to customer accounts. Prepare bank deposits for several accounts.

Ran month end reports and made changes that were needed to prepare month end close.

Assisted Accounts Payable and Order Entry when needed.

## Accounts Payable | Zhou Grocery Store, NEW YORK  | 1997 TO 2000

Prepared and maintain weekly payables. Prepared checks for signature. Reconcile bank statement at the end of each month.