**Bookkeeper Resume Sample**

123 Your Address, City, State, Zip Code | (xxx)-xxx-xxxx | your@email.com

Dedicated Bookkeeper with 6+ years of experience coordinating accurate audits and budgets, preparing account analyses, and conducting reconciliations of accounts. Seeking to implement my exceptional record of financial management in your firm. A certified bookkeeper with a Bachelor of Accounting.

# Professional Experience

## black & Vella, Cleveland, OH

## Full-Charge Bookkeeper, July 2015 – Present

* Handle all bookkeeping aspects for 12+ clients on a weekly, monthly, and quarterly basis including analyzing client accounts, coding transactions, and bank and credit card reconciliations.
* Maintain accurate electronic and physical filing system for accounting, finance, and HR related data
* Supervise a small team of bookkeeping clerks by verifying accuracy of work and organizing task flow
* Reduced company’s annual CPA budget by $12,000 by streamlining key accounting operations

## CDA Real Estate Group, Cleveland, OH

## Bookkeeper, Mar 2012 – June 2015

* Maintained federal, state, and local legal compliance by enforcing adherence and advising management on necessary courses of action
* Prepared and finalized all journal entries, monthly bank reconciliations, and account analyses
* Coordinated the company’s annual audit process, and annual budgeting and planning process in conjunction with management and the Board Treasurer
* Increased efficiency of bill, invoice, and financial statement formulation and issuance by 15%

## carado, inc., Cleveland, OH

## Assistant Bookkeeper, Sep 2011 – Mar 2012

* Performed general accounting functions such as reconciling balance sheet accounts, assisting with

P & L statements, and preparing journal entries

* Assisted with AP, AR, and daily and weekly financial processes, as well as month end variance analysis
* Decreased outstanding accounts receivable by 23% by modifying collections processes
* Recommended and headed the transfer of customer accounts from Excel to QuickBooks, resulting in increased accountability and efficiency of customer account management

# Education

## Ohio State University, Columbus, OH

* Bachelor of Accounting, GPA: 3.7

# Licenses & Certifications

* American Institute of Professional Bookkeepers Certified Bookkeeper (2012)
* QuickBooks ProAdvisor Certification (2013)