

DELANY BRICKER

CONTACT

236-544-1560
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Duncan, B.C.

EDUCATION

Software Engineering Technician Diploma

Centennial College
Toronto, Ont.
2022-Present

Computerized Accounting Associates Certificate

British Columbia Institute of
Technology
Burnaby, B.C.
2012-2016

Payroll Compliance Course

Canadian Payroll Association
Toronto, Ont.
2012-2016

Income Tax Level I

H&R Block
Duncan, B.C.
2016

High School Diploma

Regent Christian Academy
Surrey, B.C.
2007-2012

PROFESSIONAL MEMBERSHIP

Canadian Payroll Association

PROFILE

I am a Software Engineering student with an eagerness to learn and grow with your company. I have superb organizational skills; I am a strategic thinker and excel when working independently or with a dynamic team of like-minded individuals.

WORK EXPERIENCE

Bookkeeper & Office Manager

Matrix Marble & Stone, Duncan, B.C. 2019-2022

- Managed the Accounts Payable and Receivable resulting in keeping a good relationship with our vendors
- Successfully processed the biweekly payroll for a staff of 25 so they consistently received their direct deposits on time
- Processed the Month End accounts, Bank and general ledger reconciliations enabling management to continually track sales
- Used Telpay to easily enable payments of international purchases
- Used QuickBooks Desktop and Excel software
- Managed general office duties; tracking and purchasing office supplies

Bookkeeper

Deximal Accounting, Duncan, B.C. 2018-2019

- Managed the Accounts Payable for 13 companies and processed the payrolls for an additional six companies
- Prepared ROE's, T4's, T5018's, source deduction, WCB and GST Remittances
- Used QuickBooks Online software

Accounting Assistant

Pace Management Solutions, Duncan, B.C. 2017-2018

- Managed the Accounts Payable for five different companies using Simply Accounting software
- Wrote cheques to vendors

Administrative Assistant (Volunteer)

Providence Farm, Duncan, B.C. 2016-2018

- Assisted the Head Accountant doing the Payroll for 35-50 employees
- Managed the Accounts Payable and wrote cheques to both vendors and employees
- Used QuickBooks Desktop and Excel software
- Performed general office duties such as filing