

Jamie Heiney

Bookkeeper

About Me

Detail-oriented bookkeeper with a strong background in accounting and experience in managing accounts payable. Highly skilled in financial record keeping, data entry, and financial analysis. Committed to accuracy and efficiency in maintaining financial records.

Skills

- Accounting
- AP
- Accounts Payable

Experience

Bookkeeper at ABC Company

June 2018 - Present

- Manage accounts payable and accounts receivable processes, ensuring accurate and timely payments and collections
- Perform financial data entry and maintain accurate financial records
- Assist in preparation of financial statements and reports
- Reconcile bank statements and maintain accurate cash flow records
- Collaborate with auditors during quarterly and annual audits

Education

Bachelor's in Architecture

2013 - 2017

Studied architecture at Florida Atlantic University, gaining a solid foundation in design principles, project management, and construction technologies.

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