

Sheryl Hayes

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Efficient and detail-oriented senior accounting assistant with 11 years of experience working for leading Las Cruces healthcare providers. Strong track record for leadership and staff development with expert knowledge of Microsoft Excel and accountancy programs. Outstanding problem-solving ability and ability to leverage advanced mathematical reasoning skills to detect and resolve accountancy errors.

Key Skills

- Accounts payable and receivable
- Payroll
- Microsoft Office Suite
- Bookkeeping
- Leadership and mentoring
- Voucher processing

Professional Experience

Senior Accounting Assistant

Three Crosses Regional Hospital, Las Cruces, NM / July 2015 - Present

- Supervise a team of 10 accounting assistants and check financial records before delivery, reducing errors by 54% over 5 years
- Assist with employee onboarding and work collaboratively with senior leaders to deliver regular professional development training
- Devise and deliver a training scheme to improve colleagues' understanding of Microsoft Excel functions, including v-lookups and pivot tables
- Process journal and accounts payable vouchers and add them to the general ledger with 100% accuracy

Accounting Assistant

Community Health Systems, Las Cruces, NM | July 2010 - July 2015

- Followed the clinic's financial policies to maintain accounts receivable, accounts payable, and payroll records with 99.7% accuracy over 5 years
- Supported accountants with routine administrative tasks, including document filing and report preparation
- Kept accurate and up-to-date payroll records and quickly resolved payment disputes, successfully solving 89% of queries without the need for escalation
- Maintained strict employee and patient confidentiality in accordance with clinic and state data protection protocols

Education

Associate of Science in Business Administration (Accounting)

Dona Ana Community College, Las Cruces, NM, September 2008 - June 2010