

JASMINE TAYLOR

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(123) 456-7890

Highly-organized and detail-orientated bookkeeper with two years of experience in a high-pressure work environment, Proven track record of efficiently and accurately processing financial records. Self-motivated with the ability to work as part of a team. Experienced in maintaining accounts, payroll, and managing invoices. Able to follow directions from senior partners and accountants. Fluent in English and Spanish.

PROFESSIONAL EXPERIENCE

BOOKKEEPER

Manor and Scholtz Law Firm Jacksonville, FL | October 2018 - Present

- ◆ Ensure that all financial transactions comply with federal state, and company policies
- ◆ Prepare and process payroll for over 100 employees
- ◆ Answer client queries in regard to fees and invoices
- ◆ Contact clients in regard to outstanding bills payable and formulate payment plans
- ◆ Maintain books, including bank statements, financial transactions, invoices, and all receipts
- ◆ Prepare payroll and direct deposit accounts
- ◆ Produce monthly financial summaries and reports
- ◆ Work out hours billable for senior attorneys
- ◆ Reconcile and balance all accounts
- ◆ Check figures on legal documents for mathematical accuracy and correct entry
- ◆ Enter client data and fees on accounting software
- ◆ Assisted the company in moving all financial records from Excel to Quickbooks

EDUCATION

ASSOCIATE DEGREE, ACCOUNTING

The University of Miami, Miami, FL | September 2016-June 2018

KEY SKILLS

- ◆ Organized
- Self-motivated
- Punctual
- Advanced Technical Skills
- Strong Work Ethic
- Quickbooks Expert
- Problem Solving
- Leadership
- MS Office
- Data Entry
- Bilingual

CERTIFICATIONS

- Certified Bookkeeper - American Institute of Bookkeepers (2018)