

# JAYDEN TAYLOR

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Professional accounting clerk with over 15 years of experience, Highly dependable, ethical, and reliable. Skilled in a range of accounting procedures, processes, and software programs. Proven track record of maintaining complete client confidentiality with respect to business and tax information.

## EDUCATION

ASSOCIATES DEGREE IN ACCOUNTING  
The University Of California San Diego, San Diego, CA  
September 2004 - June 2006

## KEY SKILLS

- Proficient in MS Software applications and financial databases
- Strong written and oral communication skills
- Exceptional customer service skills
- Punctual and organized

## CERTIFICATIONS

< Quickbooks Professional 2012

## PROFESSIONAL EXPERIENCE

ACCOUNTING CLERK  
ABC Financial, San Diego, CA  
September 2011 - Present

- Maintain and update financial data systems
- Reconcile input and output figures
- Reduced reconciliation errors by 27% by implementing a new data capture system
- Process payroll and benefits for 490 employees on a biweekly basis
- Investigate and resolve account discrepancies
- Process 80 + vendor invoice payments on a weekly basis

ACCOUNTING CLERK  
XYZ International, San Diego, CA  
June 2006 • August 2011

- Maintained client and organization financial information with strict confidentiality
- Assisted with year-end 1099 reporting
- Assisted in developing annual organization budgets
- Executed core financial processes
- Processed payroll and benefits for 280 employees on a weekly basis
- Assisted in maintaining and updating automated financial data systems
- Posted billings statements to over 50 accounts