

Sofia Flores

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Summary

Certified Bookkeeper with four years of experience in accounting and finance. Skilled in analyzing, verifying and preparing reports and following best practice accounting procedures.

Education

Owl University

Associate of Arts in accounting

Experience

Chelsea Group, Staff Accountant Bookkeeper Jan 2021 — Current

- Analyze data from the general ledger system to prepare internal and external financial statements
- Use Microsoft Excel to verify the accuracy of information and develop detailed spreadsheets
- Record and analyze files to create entries for the general ledger
- Assess current processes and suggest improvements to adhere to industry requirements and client needs
- Evaluate financial data to support financial activities like mergers and acquisitions

Smile Dentistry, Bookkeeper Jan 2019 - Dec 2020

- Reconciled bank statements with financial records to summarize banking and business operations
- Reconciled patient accounts and sent out statements to ensure the correct payment for services rendered
- Entered bills into the accounting system and wrote and sent checks to pay vendors on time

Certifications

- Certified Bookkeeper, American Institute of Professional Bookkeepers — 2020
- Bookkeeping Certification, National Association of Certified Public Bookkeepers — 2020

Skills

- Organization
- QuickBooks
- Microsoft Excel
- Attention to detail

Volunteer Work

- Donate time to the New York Volunteer Income Tax Assistance (VITA) and Counseling for the Elderly (TCE)
- God's Love We Deliver – volunteer food prep