

# 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

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

## Skills

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- Organization
- QuickBooks
- Microsoft Excel
- Attention to detail

## Volunteer Work

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- 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