

Liliane Konissi

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Professional Summary

Detail-oriented Bookkeeper with 2 years of experience managing financial records, reconciliations, payroll, and reporting. Skilled in QuickBooks, Excel, and financial analysis, with a proven ability to ensure accuracy and efficiency in bookkeeping operations.

Skills

- Accounts Payable & Receivable
- Bank Reconciliation
- Payroll Processing
- QuickBooks & Excel
- Financial Reporting
- Budgeting & Forecasting
- Data Entry & Accuracy
- Tax Preparation Assistance

Work Experience

Bookkeeper | Data Service Group | Bear, Delaware | 06/2023 – Present

- Manage accounts payable and receivable, ensuring timely payments and collections.
- Perform monthly bank reconciliations and maintain accurate financial records.
- Process payroll and assist with quarterly/year-end tax filings.
- Prepare financial statements and provide insights to management.

Accounts Receivable Clerk | Africa Security Cameroon | Douala, Cameroon | 01/2018 – 05/2023

- Issued and tracked customer invoices, ensuring accurate billing and timely collections.
- Collected and recorded payments from customers, applying receipts to the correct accounts.
- Monitored outstanding balances and assisted with follow-ups on overdue accounts.
- Reconciled customer accounts monthly to ensure accuracy and resolve discrepancies.
- Maintained organized records of invoices, receipts, and customer payment history.

Education

Master in MPPG or Finance | ESSEC | 2013

Certifications

- Intuit Bookkeeping Certification
- QuickBooks Online Certification Level 1
- QuickBooks Online Certification Level 2
- QuickBooks Online Payroll Certification