

DANIELLE BASSLER

ACCOUNTING ASSISTANT



Experience

Aramark

Tax Clerk
2017 - 2018

Submitted applications and payments for business licenses. Processed quarterly B&O taxes based sales figures from RAS reports.

Russ Reid

Accounts Payable Clerk
2016 (Temporary Assignment)

Maintained accounts payable cycle and processed expense reports. Worked with Salesforce, BofA Works, and Advantage Aqua software.

Allied Wallet

Junior Accountant
2015 - 2016

Reconciled International invoices involving currency conversions to USD. Worked with Payvision, Borgun, and Wirecard systems.

First American Title

Accounting Assistant

Education

High School Diploma

Covina High School, California, USA.

Skills

Full Cycle
Accounts
Payable

MS Excel

Reconciliation

Expense
Reports

Strong communication skills with a friendly personality