

DANIELLE BASSLER

Accounting Assistant



EXPERIENCE

TAX CLERK ▽ ARAMARK

2017 - 2018 , Submitted applications and payments for business licenses. Processed quarterly B&O taxes based sales figures from RAS reports.

ACCOUNTS PAYABLE CLERK ▽ RUSS REID

2016 (Temporary Assignment) , Maintained accounts payable cycle and processed expense reports. Worked with Salesforce, BofA Works, and Advantage Aqua software.

JUNIOR ACCOUNTANT ▽ ALLIED WALLET

2015 - 2016 , Reconciled International invoices involving currency conversions to USD. Worked with Payvision, Borgun, and Wirecard systems.

ACCOUNTING ASSISTANT ▽ FIRST AMERICAN TITLE

2015 (Temporary Assignment) , Processed incoming and outgoing checks and wires. Worked with proprietary system 'FAST'.

WIRE CLERK/PAYOFF ASSISTANT ▽ EQUITY TITLE

2013 - 2015 , Processed incoming and outgoing checks and wires. Reconciled accounts for A/P and A/R. Worked with Cirtix XenApp

EVENT COORDINATOR ▽ CEC ENTERTAINMENT

2009 - 2013 ,

EDUCATION

HIGH SCHOOL DIPLOMA

Covina High School, California, USA.

SKILLS

▽ Full Cycle Accounts Payable

▽ Reconciliation

▽ MS Excel

▽ Expense Reports

Strong communication skills with a friendly personality

CONTACT