

Susan Rowe

Accounts Clerk

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Los Angeles, California

SUMMARY

Accounts Clerk with over 4 years of experience in managing financial records, bookkeeping, and invoice processing. Proven ability to reconcile accounts, resolve discrepancies, and ensure the accuracy of financial data. Skilled in using QuickBooks and Sage, with a strong focus on compliance and maintaining high standards of professionalism.

EXPERIENCE

Junior Accountant 01/2019 - Present
ABC Inc.

- Processed and verified over 500 invoices monthly, ensuring accuracy and timeliness.
- Managed daily bookkeeping operations, resulting in a 99% error-free record.
- Resolved and eliminated account discrepancies by 80% within the first 6 months of joining.
- Ensured 100% up-to-date financial records, consistently complying with regulatory standards and laws.
- Collaborated with senior accountants, assisting in monthly and year-end financial reporting activities.

Accounts Assistant 02/2017 - 12/2018
XYZ Corp

- Assisted in preparing quarterly financial statements, reducing preparation time by 25%.
- Maintained filing and record-keeping systems, achieving a 30% increase in data accessibility.
- Participated in internal audits, helping identify and resolve 15 procedural gaps.
- Streamlined the vendor payment process, improving efficiency by 20%.
- Trained 3 new employees on core accounting procedures and software.

EDUCATION

Accounting 2017
University of California, Los Angeles - Bachelor's degree

SKILLS

Analytical Skills	Expert	QuickBooks	Advanced
Problem-Solving	Expert	Data Entry	Advanced
Interpersonal Abilities	Expert	Sage	Intermediate
Communication	Expert	Bank Reconciliation	Intermediate

LANGUAGES

English	Native	Spanish	Basic
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