

ROBERT SMITH

Office Admin/Accounting Clerk

info@website.com | <https://website.com>

A skilled professional with over 7 years of experience as an Office Administrator. I am passionate about my work and am looking to join a company with growth potential.

SEPTEMBER 2009 - DECEMBER 2014

OFFICE ADMIN/ACCOUNTING CLERK - MEDICINE SHOPPE

- Maintains workflow by studying methods; implementing cost reductions.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Contributes to team effort by accomplishing related results as needed.
- Prepares work to be accomplished by gathering and sorting documents and related information.
- Pays invoices by verifying transaction information; scheduling and preparing disbursements; obtaining authorization of payment.
- Obtains revenue by verifying transaction information; computing charges and refunds; preparing and mailing invoices; identifying delinquent accounts and insufficient payments.
- Collects revenue by reminding delinquent accounts; notifying customers of insufficient payments.

DECEMBER 2007 - AUGUST 2009

ACCOUNTANT - ACCOUNTOUT INC

- Provide accounting and bookkeeping consulting services to companies around the bay area that are looking for accounting outsourcing solutions. In charge of client accounts with the variety of needs from basic payroll setup to bookkeeping and finance management.
- Print checks to disburse and mail out to vendors on a bi-weekly basis.
- Prepare spreadsheet for credit card charges, by the department, and for month-end accruals.
- Accountable for the integrity of financial statements to the bonding company and management.
- Analyzed and maintained an adequate system of accounting records and a comprehensive set of controls designed to mitigate risk.
- Enhanced the accuracy of the companys reported financial results and ensured that results comply with generally accepted accounting principles.
- Provided management job cost reports using a percentage of completion method.

EDUCATION

Certificate - (University Of California Santa Cruz - Santa Cruz, CA)BA in Finance
- (MG University)

SKILLS

Microsoft Office, AR/AP, Ledgers Preparations, Payroll, Reconciliation, Bookkeeping, Data Entry, Admin, Credit/Collection Notices, Expense Control, Account Management, And Tracking Orders.