

SARAH JONSON

ASSISTANT
ACCOUNTANT



(555) 123-4567



sarah.johnson@email.com



Chicago, IL



linkedin.com/in/sarahjohnson

PROFILE

Detail-oriented Accounting Assistant with 3+ years of experience supporting financial operations in healthcare and retail environments. Proficient in QuickBooks, Excel, and accounts payable processing with proven track record of maintaining 99% accuracy while processing 150+ invoices weekly.

SKILLS

- QuickBooks Pro
- Excel (Advanced)
- SAP
- Sage 50
- Xero
- Financial Reporting
- Data Entry
- Payroll Processing

EDUCATION

ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

Harold Washington College

2014 - 2016

BACHELOR OF TECHNOLOGY

Harold Washington College

2011 - 2014

EXPERIENCE

ACCOUNTING ASSISTANT

Metro Health Systems

2021 - Present

- Process 150+ vendor invoices weekly
- Manage accounts payable for \$2.5M annual budget
- Reconcile bank statements and credit card accounts

JUNIOR ACCOUNTING CLERK

Retail Solutions Inc.

2018 - 2021

- Processed payroll for 75 employees
- Maintained accounts receivable records for 500+ customer accounts
- Assisted with month-end closing procedures

BOOKKEEPING INTERN

Thompson & Associates CPA

2017 - 2018

- Supported tax preparation season
- Assisted with data entry and filing for 50+ small business clients
- Learned QuickBooks Pro and Excel advanced functions

AMANDA THOMSON

FINANCIAL MANAGER

MY DESCRIPTION

Results-driven Accounts Receivable Assistant with 4+ years of experience managing customer accounts and collections processes.

MY CORE SKILLS

Systems
& Tools

AR
Management

MY ACHIEVEMENT

- Recognized as "Employee of the Year" in 2018 for outstanding performance and leadership.
- Played a pivotal role in achieving a 99% accuracy rate in financial reporting and compliance audits.

MY EDUCATION

Master of Business Administration

Miami Dade College January 2017

Bachelor of Science in Finance

National Association of Credit Management December 2015

WORK EXPERIENCE

Accounts Receivable Assistant

Sunshine Distribution Services 2018 – 2019

- Prepare weekly AR aging reports and collection summaries for management review
- Improved collection rate by 18% through implementation of patient payment portal
- Collaborated with cross-functional teams to optimize financial processes and streamline workflow.



(305) 555-4567



amanda.thompson@email.com

DAVID CHEN

(408) 555-7892 | david.chen@email.com | San Jose, CA | linkedin.com/in/davidchen

ACCOUNTS PAYABLE SPECIALIST

TECHNICAL SKILLS

- Invoice Processing
- Expense Reports
- Vendor Management
- QuickBooks Enterprise
- Concur
- Oracle AP

CERTIFICATIONS

Accounts Payable Professional Certification Institute of Finance & Management	Oct 2021
QuickBooks ProAdvisor Intuit	Sept 2020

EDUCATION

Certificate in Accounting San Jose City College	Jan 2020
High School Diploma Lincoln High School	Aug 2029

WORK EXPERIENCE

Junior Accounting Clerk	Jan 2023 - present
<ul style="list-style-type: none">• Entered vendor invoices and expense reports into QuickBooks with 98% accuracy• Maintained physical and electronic filing systems for AP documentation	
Accounts Payable Specialist	Nov 2021 - Dec 2022
<ul style="list-style-type: none">• Process 400+ invoices weekly totaling \$2.5M monthly spend with 99.8% accuracy rate• Prepare monthly AP aging reports and cash flow projections for senior management• Lead quarterly vendor reconciliations and maintain W-9 documentation for tax compliance	


AWARDS & ACHIEVEMENTS

- Most Innovative Employee of the Year, LexraMax (2021)
- Project Leader, Dandilton (2021)
- Overall Best New Employee, CrystaPointe (2019)


JENNIFER MARTINEZ

CONTACT

 (214) 555-3421

 jennifer.martinez@email.com

 Dallas, TX

 linkedin.com/in/jennifermartinez

z

PROFESSIONAL SUMMARY

Experienced Accounting Assistant with 7+ years supporting financial operations across manufacturing and retail sectors. Expert in full-cycle accounts payable/receivable management, month-end closing procedures, and financial reporting. Proven track record of reducing processing errors by 40% and streamlining workflows to improve departmental efficiency. Skilled in multiple ERP systems and advanced Excel functions.

EXPERIENCE

2023 - 2024 Dallas, TX	Senior Accounting Assistant Manage full-cycle accounts payable for \$8M annual expenditures, processing 300+ invoices weekly with 99.5% accuracy. Prepare detailed variance analysis reports and support budget planning for 5 departments
2018 - 2022 Dallas, TX	Accounting Assistant Processed accounts receivable for 25 retail locations, reducing DSO from 45 to 32 days Reconciled daily cash deposits and credit card transactions across multiple POS systems

EDUCATION

2015 - 2017 Borcelle University	Master of Information Management This course focuses on foundational skills in data management, information systems, and technology, preparing students to organize, analyze, and secure digital information.
2016 - 2020 Borcelle University	Bachelor of Information Management The program builds advanced expertise in managing complex information systems, data analytics, strategic IT planning, and leveraging technology for decision-making and business solutions.





SKILLS

• Email Marketing	• Team Training	• Quality Control	• QuickBooks
• Statistical Analysis	• Statistical Analysis	• General Ledger	Enterprise

CERTIFICATIONS

Certified Bookkeeper (CB) American Institute of Professional Bookkeepers 2020	SAP Financial Accounting Certification SAP Training Center 2021
-------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------

MICHAEL RODRIGUEZ

 (312) 555-9876 •  Phoenix, AZ •  [linkedin.com/in/michaelrodriguez](https://www.linkedin.com/in/michaelrodriguez) •  m.rodriguez@email.com

ABOUT ME

Recent Accounting graduate with strong foundation in financial principles and 6 months of internship experience. Proficient in Excel, QuickBooks, and data analysis with proven ability to maintain 98% accuracy in financial data entry. Eager to contribute analytical skills and attention to detail to support accounting operations in a growth-oriented organization.

EDUCATION

ARIZONA STATE UNIVERSITY

May 2024

Bachelor of Science in Accounting

PRINCIPLES OF ACCOUNTING

2018-2019

Relevant Coursework

SKILL

- Financial Analysis
- Team Collaboration
- VLOOKUP)
- Communication
- Data Entry
- Problem Solving

WORK EXPERIENCE

Accounting Intern Desert Financial Credit Union

2024-NOW

- Processed daily deposits and cash transactions with 98% accuracy across 15 branch locations
- Assisted with month-end reconciliations for member accounts totaling \$50M in assets

Administrative Assistant (Part-time) Valley Small Business Services

2019-2023

- Maintained accurate filing system for 200+ client accounts and financial documents
- Assisted with invoice processing and payment tracking for small business clients

Lisa Kim

(206) 555-3298
Seattle, WA

linkedin.com/in/lisakim
lisa.kim@email.com

ABOUT ME

Dedicated Payroll Accounting Assistant with 6+ years of experience processing payroll for 500+ employees across multiple states. Expert in ADP Workforce Now, Paychex, and multi-state tax compliance. Proven track record of maintaining 100% payroll accuracy while reducing processing time by 30% through automation and process improvements. Skilled in benefits administration and year-end reporting

EDUCATION

SEATTLE CENTRAL COLLEGE (2014 - 2017)

Associate in Applied
Business, Accounting

SKILLS

- Excel
Advanced
- Paychex
- Market Analysis
- UltiPro

LANGUAGES

French

English

WORK EXPERIENCE

2024-NOW

PAYROLL ACCOUNTING ASSISTANT NORTHWEST HEALTHCARE SYSTEMS

- Process bi-weekly payroll for 520 employees across 12 locations with 100% accuracy rate.
- Reduced payroll processing time by 30% through automation of time entry validation
- Administer employee benefits including health insurance, 401(k), and FSA contributions

2019-2023

PAYROLL CLERK - PACIFIC MANUFACTURING GROUP

- Processed weekly payroll for 200 hourly and salaried employees using the Paychex system
- Calculated overtime, holiday pay, and piece-rate compensation for production workers
- Maintained accurate timekeeping records and resolved discrepancies with supervisors

2018-2019

HR ASSISTANT- EMERALD CITY SERVICES

- Assisted with payroll data entry and employee record maintenance
- Processed new hire paperwork including I-9 verification and benefits enrollment
- Updated employee information in HRIS system and maintained confidential files

CONNOR HAMILTON

PROFILE

Detail-oriented Tax
Accounting Assistant with 5+
years of experience
supporting individual and
corporate tax preparation
during peak seasons.
Expert in tax software,
including Drake, ProSeries,
and CCH.

CONTACT ME



(512) 555-7841



robert.garcia@email.com



Austin, TX

ACCOUNTING ASSISTANT



EDUCATION

UNIVERSITY OF TEXAS AT AUSTINE

*Bachelor of Business Administration,
Accounting*

2018



LANGUAGE

Native English.

Advanced Spanish.



COMPUTER SKILLS

Text processor.

Spreadsheet.

Slide presentation.



WORK EXPERIENCE

TAX ACCOUNTING ASSISTANT

*Process 40+ individual and corporate tax
returns daily during tax season with
99.5% accuracy rate*

Marceline Anderson

JUNIOR ACCOUNTANT

MY CONTACT

Phone
(303) 555-9234

Message
maria.santos@email.com

MY DESCRIPTION

Passionate Non-Profit Accounting Assistant with 3+ years of experience supporting charitable organizations through accurate financial management and grant compliance.

MY EDUCATION

Masters of Accounting
University of Colorado Denver 2018

Bachelor of Science in Marketing
University of Colorado Denver 2016

WORK EXPERIENCE

Accounting Assistant

R.M Community Foundation 2019

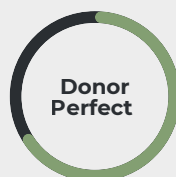
Manage accounting for \$2.8M in grant funds across 15+ programs with 100% compliance record

Grants Administrator

Denver Youth Services 2018

Tracked expenditures for 8 federal and state grants totaling \$850K annually

MY HARD SKILLS



ACHIEVEMENT

Wardiere Inc 2018

Successfully led a team in streamlining financial reporting processes, reducing errors by 30% and ensuring timely delivery of monthly reports.

Implemented a new budgeting strategy that helped the company reduce operating costs by 15%

Joseph Marc

DATA ANALYSIS

My Description

Dedicated Government Accounting Assistant with 3+ years of experience supporting federal financial operations.

My Education

Bachelor of Science in Statistics

George Washington University 2015

MY CONTACT

+123-456-7890

hello@reallygreatsite.com

WORK EXPERIENCE

Accounting Technician

Department of Defense
- Pentagon

2020

Process obligations and expenditures for \$50M annual appropriation with zero fund control violations

Budget Analyst Assistant

Department of Veterans Affairs

2017

Assisted with formulation of annual budget requests totaling \$15M for medical programs

MY SOFT SKILLS

Data Analysis

Problem Solving

Statistical Analysis

Carlos Guez

ACCOUNTING ASSISTANT

Results driven Construction Accounting Assistant with 6+ years of experience managing job costing, progress billing, and subcontractor payments for commercial construction projects valued up to \$15M.

SKILL

Progress Billing

Problem Solving

Account
Management

Industry Software

Construction
Accounting

CONTACT ME



(713) 555-4821



carlos.rodriguez@email.com



Houston, TX

Education

2015 Houston Community College

Master of Accounts in Finance

2011 Houston Community College

Bachelor of Science in Computer Science

Work Experiences

Construction Accounting Assistant

2019

Manage job costing for 12 active commercial projects with a combined value of \$45M

Project Accountant

2017

Supported accounting operations for residential and light commercial projects

Professional Certifications

2016 Certified Construction Industry Financial Professional

Construction Financial
Management Association



About Me

LExperienced Banking Accounting Assistant with 7+ years supporting financial institution operations and regulatory compliance. Expert in GL reconciliation, loan accounting, and deposit operations with comprehensive knowledge of banking regulations and audit procedures.



Contact



+(212) 555-7436



jonathan.williams@email.com



New York, NY



Skills

- FIS Profile
- Jack Henry Silverlake
- Problem-Solving
- Time Management
- Presentation Skills
- Fiserv DNA
- Financial Operations
- Banking Systems



Language

- English
- French

JONATHAN WILLIAMS

Banking Accounting Assistant



Education

(2015 -2017)

NEW YORK UNIVERSITY - STERN SCHOOL OF BUSINESS

MA of Science in Finance

(2013 -2015)

NEW YORK UNIVERSITY - STERN SCHOOL OF BUSINESS

BA Science in Finance



Professional Experience

(2020 -2023)

BANKING OPERATIONS SPECIALIST

First National Trust Bank

- Processed ACH transactions and wire transfers with zero operational losses
- Maintained customer account records and resolved discrepancies within 24 hours

(2019 - 2020)

JUNIOR ACCOUNTANT

Empire State Credit Union

- Assisted with daily general ledger posting and account reconciliations
- Processed member loan applications and maintained loan documentation files

Jessica Taylor

About Me

Dynamic Retail Accounting Assistant with 5+ years of experience supporting multi-location retail operations and inventory management.

Contact

Phone Number

404) 555-9876

E-mail Address

jessica.taylor@email.com

Social Media

linkedin.com/in/jessicataylor

Address

Atlanta, GA

Skills

- **Retail Systems**
- **Inventory Management**
- **Financial Operations**
- **Time Management**

Experience

- **Retail Accounting Assistant**
2022 - 2024 | Southern Style Boutiques
- **Store Accounting Coordinator**
2018 - 2021 | Fashion Forward Retail
- **Accounts Intern**
2016 - 2017 | Target Corporation.

Educational

- **Georgia State University**
Fresh Graduate | 2014