



Free Resume Candidate Reference 090421-1

Resume Title: GA: Alpharetta - *Contract QuickBooks Book Keeper* - Call (678) 325-2301, Ext. 107

SUMMARY OF QUALIFICATIONS

Highly organized and detail-focused **Bookkeeper** with an exceptional track record of accurately handling financial reporting in deadline-oriented environments.

- Expertise in developing and delivering monthly, quarterly, and annual financial statements for management within tight deadlines.
- Excellent computer skills; proficient with Microsoft Word, Microsoft Excel, Creative Solutions and QuickBooks and able to learn proprietary systems/applications quickly and easily.

Skill Proficiencies

- Quarterly Reports
- Year End Reports
- Financial Statements
- Accounts Payable/Receivable
- Sales & P/R Returns
- Reconciliation

PROFESSIONAL EXPERIENCE

XXXX XXXX XXXXXX, Inc., Alpharetta, GA

2007 – Present

Operations Manger/Full-Charge Bookkeeper

Key Contributions:

- *Manage all financial transactions, posting debits and credits, producing financial statements, and recording all Quickbooks transactions. Project Based Accounting System*
- *Human Resources.*
- *Complete accounts payable functions from coding, entering and printing checks.*
- *Quarterly and year end reconciliations and monthly journal entries.*
- *Daily Cash Flow, multi bank reconciliations.*
- *Prepared and delivered to management, under extremely quick turnaround timelines, accurate monthly, quarterly, and annual financial statements.*

Accountemps, Alpharetta, GA

2006 – 2007

Full-Charge Bookkeeper

Key Contributions:

- *Assigned to several client for accounting services.*

Antiquities of Florida, LLC, Orlando, Florida

2002 – 2006

Full-Charge Bookkeeper

Key Contributions:

- *Maintained daily store sales for two locations (FL & CA)*
- *Cash Flow-responsible for daily cash flow analysis report.*
- *Human Resources-Responsible for all functions of recordkeeping for employee files.*
- *Supervised the process of payment to vendors.*
- *Monthly Closing-journal entries, financial, managerial reporting and reconciliation of P&L.*

Geller, Ragans & James, Orlando, Florida

2001-2002

Firm F/C Bookkeeper

Key Contributions:

- *Firm's bi-monthly billing, accounts receivable, account payable.*
- *Bi-monthly payroll including quarterly tax returns.*
- *Monthly closing (journal entries, financial and managerial reporting, accounts analysis)*
- *Bank reconciliations.*

MC Management, Whippany, NJ

1991-2001

Asst. Controller

Key Contributions:

- *Maintained general ledger including accounts receivable, accounts payable, fixed assets and other miscellaneous asset and liability accounts.*
- *Assisted Controller in financial statement preparation.*
- *Oversaw multi-state payroll processing for approximately 1200 employees and related tax returns (federal, state and unemployment).*
- *Handled cash management controls for multi-retail corporation and mail order operations. (daily cash flow information, including wire transfers and daily bank activity).*
- *Bank reconciliations for over ten corporation accounts.*
- *Liaison between corporate and bank institute as well as credit card companies.*
- *Implemented training for new employees including updates on accounting system to all employees in various departments.*

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