

# ACCOUNTING ASSISTANT RESUME

296 King St, Charleston, SC 29401 • your-name@email.com • (123) 456-7890

## Summary

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Accounting Assistant with 4+ years of experience in accounts receivable, accounts payable, processing invoices, and payroll. Expert at using QuickBooks and advanced Excel functions to reduce processing times and save costs. Possess a bachelor's degree in business administration with a focus on accounting.

## Professional Experience

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Assistant Accountant  
NAKUPUNA COMPANIES, Charleston, SC

September 20XX – Present

- Manage database of 100+ clients, ensuring prompt processing of accounts receivable and accounts payable
- Collaborate with department managers and vendors to review vendor bills and receive payment approval
- Maintain bookkeeping records and accounting system files, reconciling transactions with the general ledger in compliance with GAAP and company policy
- Handle customer disputes by communicating with customers and investigating non-payment issues, clearing \$1.2m+ in accounts receivable
- Created VBA program in Excel to automate complex filing procedures, cutting billing entry time by 40%

Accounting Clerk  
KING AND SOCIETY CONSTRUCTION, Mount Pleasant, SC

June 20XX – August 20XX

- Supported accounting team by entering accounts payable and accounts receivable invoices for 45+ clients into QuickBooks
- Processed and verified 80+ check payments for 15+ vendors per month
- Managed payroll activities and weekly reimbursements for 50+ employees
- Assisted with reviewing and reconciling financial statements at month-end and year-end close

## Education

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COASTAL CAROLINA UNIVERSITY, Conway, SC  
Bachelor of Science in Business Administration (concentration: certified public accounting)  
Honors: *cum laude* (GPA: 3.8/4.0)

May 20XX

## Additional Skills

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- Microsoft Office 365
- MS Excel, including pivot tables, formulas, macros, and VBA
- QuickBooks, QuickBooks online
- Attention to detail
- Problem solving

# Assistant Accounting Keeping Resume

**Myra Fournier, Jeffrey Spin**



## **Assistant Accounting Keeping Resume:**

*Australian Resumes For Dummies* Amanda McCarthy, 2012-03-08 Created especially for the Australian customer Packed with tips on creating and distributing your resume in today's new job search environment Whether you're entering the job market for the first time changing jobs or changing careers *Australian Resumes For Dummies* shows you all the tricks in getting your resume noticed in a new era in recruiting and job finding With a wealth of sample resumes help with selection criteria and job search tips this resource will help you stand out from the crowd Discover how to Master the basics Format your resume for cyberspace Create a killer cover letter Tailor your resume to companies and jobs Secure employment overseas Decipher and address government selection criteria *Before and After Resumes with CD* Tracy Burns-Martin, 2012-02-18 Book addresses various problems such as short or temporary work history frequent job changing no clear career path former small business owner etc **Writing Resumes and Cover Letters For Dummies - Australia / NZ** Amanda McCarthy, Kate Southam, 2015-05-04 Practical tricks for standing out from the crowd and getting the job you want in the Australian and New Zealand market Applying for jobs in today's tight job market can seem like an overwhelming process Competition is fierce and employers expect more than ever before from job applicants With unemployment and redundancies rising it's simply not a good time to be looking So how do you make yourself stand out *Writing Resumes and Cover Letters For Dummies Second Australian New Zealand Edition* shows you how to catch a recruiter's attention Presenting a wealth of sample resumes and cover letters this handy easy to use guide shows you how to write a killer cover letter format your resume for online use use social networking to your advantage and tailor your resume and cover letters for specific positions and companies Designed specifically for job hunters in Australia and New Zealand Offers practical tips and advice on crafting a great resume and a perfect cover letter for any kind of position Includes advice on addressing government selection criteria Features ten ways to turn off a recruiter and ten tips for the perfect presentation No matter how tough the job market is a great resume and cover letter combination will help you get the attention you deserve *Writing Resumes and Cover Letters For Dummies* gives you all the tools and tips you need to get noticed and get your dream job **Why and how to Prepare an Effective Job Resume** Juvenal Londoño Angel, 1972 **Winning Resumes** Robin Ryan, 2002-10-17 A new and improved edition of the ultimate resume guide A career coach and syndicated columnist shows how to use her powerful Goldmining technique to create the most effective resume possible This remarkable technique is a seven step process that brings out all of the candidate's most marketable skills and accomplishments This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices including all the newest information on the best ways job hunters can use the Internet to their advantage Includes a list of dozens of mistakes to avoid and ways to make the resume stand out as much as possible Also featured are tips from human resources personnel and hiring managers on key mistakes applicants make on their resumes **Encyclopedia of Job-winning Resumes** Myra Fournier, Jeffrey

Spin,2006-01-01 This is the most helpful and comprehensive resume book you can buy It includes more than 400 success proven resume expamples that teach you how to personalize your resume according to your own unique career situation The 17 chapters contain resumes that cover all major industries span all job levels from entry level to CEO and are helpfully arranged by both job field and title to make it easy for you to quickly locate the resumes that address your particular field or situation The first chapter includes expert advice on what to include on your resume and what to omit what to emphasize and what to tone down It is specifically designed to keep reading to a minimum so you can start sending out your resume as soon as possible The second chapter devoted to creating hard hitting cover letters includes 40 examples tht cover a wide varitey of typical career situtations while the third chapter include 30 includres 30 resumes that cover difficult circumstance There is even a chapter devoted to students to help new graduates joining the workforce      **The Federal Resume Guidebook** Kathryn K. Troutman,1999 Applying for a federal job or promotion no longer requires a lengthy lifeless form Instead applicants can emphasize their strengths skills and smarts in resumes that will hook hiring staff and make personal qualifications shine      **Business Communication** Mary Ellen Guffey,Patricia Rogin,Kathleen Rhodes,2007      **Gallery of Best Resumes for Two-year Degree Graduates** David Franklin Noble,1996 An outstanding guide for two year degree graduates this book contains more than 200 sample resumes written by professional resume writers which show readers how to present their special training in an effective and professional manner      *Journal of Accountancy* ,1957      **Gallery of Best Resumes for People Without a Four-Year Degree** David F. Noble,2005 Professional resume writers from across North America and the English speaking world submitted thousands of sample resumes and only the very best made it into the Gallery of Best Resumes for People Without a Four Year Degree All are eye catching one of a kind resumes that will help you land more job interviews The Gallery includes examples of chronological functional combination and electronic resumes Book jacket      [Gallery of Best Resumes for People Without a Four-year Degree](#) David Franklin Noble,2000 An outstanding guide for two year degree graduates this book contains more than 200 sample resumes written by professional resume writers which show readers how to present their special training in an effective and professional manner      **The First Job Hunt Survival Guide** Pat Morton,Marcia R. Fox,1995      *The Accountant* ,1966      **Encyclopedia of Job-winning Resumes** Myra Fournier,Jeffrey Spin,1993      **The Hollywood Reporter** ,2007      **Gazetteer of the Bombay Presidency ...: Materials towards a statistical account of the town and island of Bombay (3 vols.) pt. 1. History. pt. 2. Trade and fortifications. pt. 3. Administration** Bombay (India : State),1894      [The New York JobBank, 1996](#) Bob Adams Publishers,1995-10      [Denver JobBank](#) Adams Media,1998-10      **The Portland, OR JobBank** Adams Media,1998-03 Lists major employers in the Portland area and covers job search strategies

## **Assistant Accounting Keeping Resume** Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Assistant Accounting Keeping Resume**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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