
Accountant Bookkeeper Resume

Job Objective

A multitalented and experienced Accountant Bookkeeper looking for a position within a well established organization.

Highlights of Qualifications:

- Admirable experience in managing bookkeeping activities for multiple clients
 - Sound knowledge of accounting principles and processes
 - Profound knowledge of auditing processes and procedures
 - Wide knowledge of applicable laws, codes and regulations
 - Exceptional ability to multi task and prioritize work within deadline
 - Remarkable ability to resolve various account issues
 - Ability to develop and maintain spreadsheets
 - Ability to work without supervision
 - Familiarity with general ledger and the related subsidiary ledgers
 - Proficient with various computer applications
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Professional Experience:

Accountant Bookkeeper
Cabela's Inc., Kingstree, SC
August 2007 – Present

Responsibilities:

- Prepared and analyze all accounting records for various clients.
 - Developed reports as per procedures and organization standards.
 - Performed various calculations to prepare tax returns as per requirements.
 - Analyzed various business trends and revenues to prepare forecasts.
 - Coordinated with management and prepare reports for all finances.
 - Determined an appropriate table of contents for all financial reports.
 - Prepared reports of budgets and compared it with actual costs.
 - Provided solutions for all business and financial issues.
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Accountant Bookkeeper
Zephyr Solutions Inc, Kingstree, SC
May 2004 – July 2007

Responsibilities:

- Administered chart of all accounting as per procedures.
 - Maintained records of all bank deposits and all sales.
 - Assisted to reconcile taxable collections and prepare monthly reports.
 - Maintained records of all allocation and transactions for vendors.
 - Assisted to balance general ledger and prepare trail balance records.
 - Evaluated transactions to ensure accuracy in all sales deals.
 - Supervised payroll of more than twenty employees for organization.
 - Prepared budgets and financial reports for accounts department.
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Education:

Bachelor's Degree in Accounting
Capitol College, Laurel, MD

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