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# ACCOUNTANT CLERK RESUME

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## Summary:

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A self-motivated professional with a genuinely strong foundation in the field of accounting; has extensive experience in all accounting facets through employment with prestigious corporations; developed a unique personality in terms of work maturity and personal relations; well-versed in taxation and other government-related aspects and returns; expert in cost and revenue classification and entry to relevant data into the company's ERP; has gained extensive exposure in preparation of various management reports; has vast experience in auditing technical background through conduction of audits of external clients.

## Professional Experience:

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Credit Specialist August 2008 – Present  
Bridge Hotel, Montgomery, NY

## Responsibilities:

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- Prepared all aspects of client billings, room reservations, banquets, etc.
- Coordinated with credit card companies to ensure timely collection.
- Monitored payables from companies with credit facilities.
- Ensured that credit reports from all departments are collected and examined during the day.
- Prepared Credit Summary Reports for management's review.
- Prepared schedules of receivables as needed by the Revenue Assurance Group.
- Prepared billing statements for various accounts.
- Coordinated with marketing department and front office on various credit concerns.

Accounting Assistant June 2006– July 2008  
Marriot Hotel, Montgomery, NY

## Responsibilities:

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- Collected reports from all departments on daily revenue and expenses.
- Examined submitted reports for onward integration of essential factors for the preparation of daily finance and accounting report.
- Classified billing and expenses factors for data manipulation by the Cost Analysts.
- Encoded various data into the company's ERP for onward manipulation and recording purposes.
- Ensured proper duties and taxes are remitted to the local government.
- Examined submitted invoices for various suppliers for approval of payments.
- Assisted the payroll master for various needs, employee deductions, etc.

Accounting Clerk April 2004 – May 2006  
SBB Auditing Firm, Montgomery, NY

## Responsibilities:

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- Prepared all aspects of client billings, room reservations, banquets, etc.
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- Ensured that credit reports from all departments are collected and examined during the day.
- Prepared Credit Summary Reports for management's review.
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Accounting Assistant June 2006– July 2008  
Marriot Hotel, Montgomery, NY

## Education:

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2000 – 2004 Bachelor of Science in Accountancy  
University of Rochester, NY

## Skills:

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- Proficiency and expertise in MS Office: Word, Excel, PowerPoint,
- Proficient in ERP Systems

- Very effective English verbal communication and written skills

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## Awards and Honors:

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Dean's Lister, University of Rochester, NY, Batch 2004

President, Supreme Student Government, University of Rochester, NY, 2003

Vice President, Association of Accountants, NY, 2005

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