
Accounting Support Resume

Job Objective

To secure the position of Accounting Support in a reputable company that will allow me to utilize acquired skills and experience.

Summary of Qualifications:

- Profound knowledge of general accounting functions, accounts payable and accounts receivable
 - Sound knowledge of equipment Personal Computer, Printer, Fax Machine, Copier and Telephone
 - Proficient in PeopleSoft GLOBAL AR, SAP, Clarify, Excel, Word, Lotus Notes and Data Warehouse
 - Extensive knowledge and understanding of Bank Reports
 - Uncommon ability to multi task and function effectively in a fast paced environment
 - Excellent organizational, mathematical aptitude, leadership and time management skills
 - Excellent verbal and written communication and listening skills
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Work Experience:

Accounting Support, August 2005 – Present
Dumar Huntson Paving Inc., Ada, MI

- Analyzed credit worthiness of new accounts and authorized credit limits.
- Utilized system to monitor account portfolio for exposure vs. credit limit on existing accounts.
- Initiated corrective actions which were necessary to bring the two in line.
- Prepared monthly reports on status of major past due accounts for Credit Manager.
- Responded promptly to incoming communications from customers, sales and marketing and customer service.
- Entered details into PeopleSoft Conversation panel and SAP Conversation panel.

Accounting Support, May 2000 – July 2005
Siemens Energy, Inc., Ada, MI

- Assisted in the preparation, verification process and maintenance in a variety of general accounting functions and documents.
 - Reconciled routine transactions and simple accounts.
 - Generated reports, input data, conducted specialized research projects and responded to inquiries using office automated systems.
 - Maintained systematic and complete set of transactions in a required phase of accounting.
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Education:

Bachelor Degree In Accounting, Seattle University, Washington, WA

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