
ACCOUNTING TECHNICIAN RESUME

Objective:

Secure a challenging position as an Accounting Technician in a growing organization.

Summary of Skills:

- Deep knowledge to handle Accounting system
 - Ability to apply fractions, percentages, ratios, and proportions.
 - Excellent ability to sort, check, count and verify numbers
 - Strong ability to use an automated accounting system
 - Excellent written and oral communication skills
 - Strong detail oriented organizational skills
 - Outstanding analytical and problem solving skills
 - Strong Understanding of Networking, Linux, Windows and writing scripts
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Work Experience:

Accounting Technician, August 2005 to till date
Veterans Affairs, Veterans Health Administration, Providence, RI

- Examined and maintained accounts payable related reports and vendor files.
- Maintained the credit card accounts, which included opening and closing of individual card accounts and reconciling monthly statements.
- Reconciled subsidiary accounts and in-cash receipt processing according to CSS policies.
- Maintained banking activities and received billings related to CSS and processed for payment.
- Received and processed program charges and issues and recorded and filed customer invoices and statements.

Accounting Technician, May 2000 to July 2005
Swedish Medical Center, Providence, RI

- Performed technical accounting duties such as reexamining written documents, verifying calculations and entering information.
 - Reviewed and reconciled accounting utilities as assigned.
 - Ensured the verification of account information and balances accurately reflect accounting transactions and data entries.
 - Prepared assigned financial reports, schedules, and daily deposits forms and spreadsheets.
 - Organized standard monthly journal entries to the general ledger based upon established formats and methodologies, logs, tracks and filed all journals
 - Carried out assigned responsibilities with zero errors according to established department standards.
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Education:

Bachelor's degree in Accounting, University of Alaska Fairbanks, Fairbanks, AK

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