
Assistant Bookkeeper Resume

Job Objective

To obtain the position of Assistant Bookkeeper where I can utilize my skills, knowledge and strong work ethic to help the organization grow.

Highlights of Qualifications:

- Remarkable experience in administering bookkeeping activities for retail establishments
 - Exceptional knowledge of accountign software programs
 - Outstanding knowledge of personal finance software
 - Wide knowledge of general ledger maintenance, annual tax filings and payroll
 - Immense ability to complete various projects independently
 - Sound ability to process information on register system
 - Ability to coordinate with colleagues and clients
 - Ability to resolve all issues efficiently
 - Ability to communicate with coworkers, supervisors, and guests
 - Solid understanding of annual tax filling and payroll
-

Professional Experience:

Assistant Bookkeeper
Halverson Group, Panama City, FL
August 2007 – Present

Responsibilities:

- Supervised all retail stores for all bookkeeping operations for offices.
 - Assisted to reconcile and balance all store accounts as per procedure.
 - Coordinated with retail accounting team to ensure accuracy.
 - Provided optimal level of customer services to resolve all issues.
 - Supervised training programs of subordinates on everyday basis.
 - Ensured compliance to all Federal, State and local regulations.
 - Maintained neat and clean work area at all times.
 - Ensured appropriate temperature and perform tare checks everyday.
-

Assistant Bookkeeper
GenTech Associates, Inc., Panama City, FL
May 2004 – July 2007

Responsibilities:

- Managed and resolve all customer queries efficiently.
 - Coordinated with customers on one on one basis to provide assistance.
 - Maintained professional appearance at all times with nametag.
 - Prepared reports for work schedule on everyday basis.
 - Maintained records of all receivable invoices for printing costs.
 - Provided assistance to lead bookkeeper for monthly close process.
 - Assisted to reconcile all accounts payable records on monthly basis.
 - Ensured appropriate stamping of time on all invoices.
-

Education:

Bachelor's Degree in Accounting
Pitzer College, Claremont, CA

[Build your Resume Now](#)