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## Finance Clerk Resume

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### Job Objective

To secure the position of Finance Clerk that will allow me to utilize acquired skills and experience.

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### Work Experience:

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Finance Clerk, May 2004 – Present  
Mid-Atlantic Finance Company, Wichita, KS

- Administered to log and maintain all wires in the excel-based daily log.
- Ensured to compute on-line posting to customer transaction accounts.
- Administered applicable control reviews and advanced to enter the outgoing wires into the Fed Line System.
- Handled the processing of both incoming and outgoing wire transfers.
- Verified and ascertained the details of individual wire transfer disbursement and related transactions.
- Audited and computed bank accounts.

Finance Clerk, March 2002 – April 2004  
Robert Half Finance & Acct, Wichita, KS

- Reviewed and ascertained all vendor invoices and processed payments.
  - Processed and advocated employee related expense reports and payment; and assisted the Corporate Controller.
  - Maintained files and correspondence of vendors and customers.
  - Worked with and assisted the branches to resolve items and issues identified by the balancing and reconciliation process.
  - Assisted the Finance Department to balance accounts and to prepare internal and external reports.
  - Managed to research, follow-up and collect dues.
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### Summary of Qualifications:

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- Excellent knowledge of general accounting principles
  - Excellent knowledge of principles of payroll and benefits
  - Ability to use an automated accounting system
  - Proficient in the use of a PC, especially Excel spreadsheets and web-based applications
  - Consistently careful and attentive to detail
  - Able to maintain manual and electronic files
  - Excellent verbal communication and customer service skills
  - Typing speed of 50 W.P.M
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### Education:

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Associate Degree in Finance, Community College of Rhode Island, Warwick, RI

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