
Head Bookkeeper Resume

Job Objective

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

Highlights of Qualifications:

- Exceptional experience in managing all Bookkeeping functions and colleagues
 - Deep knowledge of Quickbooks accounting system software
 - Huge knowledge of financial reports and associate information
 - Immense ability to evaluate financial information for accuracy
 - Remarkable ability to monitor and resolve discrepancies
 - Ability to manage all year end taxes
 - Ability to update various financial records
 - Familiarity with QuickBooks, QuickBooks Online, QuickBooks Payroll and various office equipments
 - Ability to monitor, track and rectify any discrepancies
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Professional Experience:

Head Bookkeeper
Gosch Auto Group, Asheville, NC
August 2007 – Present

Responsibilities:

- Provided technical assistance for processing payrolls.
- Maintained records of all payrolls and payment accounts.
- Established efficient payroll distribution systems within budget.
- Developed payroll reports for quarterly and annual basis.
- Managed and operated various business office equipments on everyday basis.
- Maintained records of all payments made by out of district students.
- Prepared financial reports for budgets and distributed it.
- Monitored all transactions for purchase orders and payments.

Head Bookkeeper
Pascale & LaMorte, LLC, Asheville, NC
May 2004 – July 2007

Responsibilities:

- Developed and evaluated all financial statements and budgets.
 - Maintained records of general ledger functions and reconciled accounts.
 - Assisted to maintain track of fixed assets and depreciation.
 - Administered human resources functions and process employee insurance.
 - Performed various accounts payable and receivable functions.
 - Prepared and provided validation for all financial statements.
 - Provided support to staff members to resolve all bookkeeping issues.
 - Maintained records of invoices and payables.
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Education:

Bachelor's Degree in Finance
Antonelli College, Cincinnati, OH

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