
Medical Bookkeeper Resume

Job Objective

Highly motivated and resourceful Medical Bookkeeper with strong accounting skills looking to find employment within the accounting field.

Highlights of Qualifications:

- Remarkable experience in administering all bookkeeping functions for medical environment
 - Exceptional knowledge of medical operations
 - Excellent knowledge of medical equipment and processes
 - Outstanding ability to work within timeframe
 - Sound ability to multitask and prioritize work
 - Ability to communicate with clients
 - Ability to maintain optimal quality of customer services
 - Proficient with accounting software
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Professional Experience:

Medical Bookkeeper
Easter Seals Florida, Inc, West Hartford, CT
August 2007 – Present

Responsibilities:

- Managed all client inquiries and provided appropriate response.
 - Evaluated payroll and payroll reports on quarterly and annual basis.
 - Performed multiple functions within required timeframe.
 - Reconciled all bank deposits and maintain records for it.
 - Administered processing of all account receivables and payables.
 - Prepared work papers as per client deliverables.
 - Participated in all accounting associate meetings.
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Education:

Bachelor's Degree in Accounting
Cheyney University, Cheyney, PA

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