
Restaurant Bookkeeper Resume

Job Objective

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

Highlights of Qualifications:

- Remarkable experience in managing accounts payable and receivable for restaurant industry
 - Outstanding knowledge of computerized accounting system
 - Immense knowledge of payroll accounting transaction regulations
 - Exceptional ability to operate various office equipments
 - Sound ability to maintain confidentiality of information
 - Ability to provide optimal services to guest
 - Ability to work in fast pace environment
 - Proficient with computerized accounting and Intuit Quickbooks
 - Solid understanding of payroll returns
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Professional Experience:

Restaurant Bookkeeper
NMB Managment Group, Seattle, WA
August 2007 – Present

Responsibilities:

- Administered all accounting activities such as processing accounts.
- Maintained record of bank reconciliations and receivables and payables.
- Monitored all transactions in general ledger for accounts.
- Managed invoices and entered approved ones in QuickBooks.
- Performed all administrative and clerical activities for restaurant.
- Prepared budget for restaurant income and expense.
- Developed financial statements on quarterly and annual basis.
- Provided an efficient interface with CPA.

Restaurant Bookkeeper
Yard House Restaurants, Seattle, WA
May 2004 – July 2007

Responsibilities:

- Provided assistance to clients to prepare all tax returns.
 - Reconciled accounts in coordination with internal staff members.
 - Ensured compliance to GAAP and implement in processes.
 - Supervised financials on everyday basis for establishment.
 - Performed investigation for account payable invoices if required.
 - Maintained track of client assets and mail.
 - Scheduled activities in coordination with clients and partners.
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Education:

Bachelor's Degree in Accounting
Colby-Sawyer College, New London, NH

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