

Your name
718 Street Ct.
City, IL 62298
(314) XXX-XXXX
xxxxx@email.com

Seeking a position where communication, an attention to detail and a commitment to quality can be utilized

EDUCATION

Webster University, BA in Accounting; Graduation May 2007
Southwestern Illinois College Associate Degree in Accounting 2002

Name of Company

3545 Street, St Louis Mo 63103

09-2004 to 01/2005

10/2005 to 08/2007

Accounts Payable

- Handling of all corporate invoices, coding and inputting within the system
- Process Subcontracts, lien waivers, bills of lading and retention charges
- Set up new vendors, W-9 and contracts within the system
- Balance vendor statements, verifying all invoices, & tax exemptions
- Produce A/P write offs, bank, petty check & cash reconciliations
- Pay taxes on materials including sales and use tax
- Pay weekly bills, electric, gas, & phone
- Create spreadsheets tracking weekly check runs, service invoices and company purchases

Name of Company

XXXX S Lindbergh Blvd, Sappington, MO 63126

05-2003 to 09-2004

Office Manager

- Handled A/P, matched and coded invoices ran weekly checks
- Billed customers, posting A/R and making past due collection calls
- Answered vendor phone calls resolving customer problems and issues
- Produced General ledger and Bank Reconciliations on all accounts.
- Prepared quarterly taxes, year closing end reports
- Tracked inventory and maintained year end counts
- Input employee hours, paid payroll taxes and ran weekly payroll checks.

XXXX Daycare,

252 XXXXXX Dr., Columbia, IL 62236

03-2002 to 05-2003

Daycare Worker

- Care for children, assisting them to develop social and learning skills while ensuring their safety, health and comfort

SOFTWARE SKILLS

Microsoft Word, Excel, Power Point, & Timberline