

TARGETING THE (CHRONOLOGICAL) RÉSUMÉ

ANDY ACCOUNTANT

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Accounting Clerk

HIGHLIGHTS OF QUALIFICATIONS

- Over 3 years' experience in Accounts Payable/Receivable
- Diploma in Accounting from Seneca College
- Excellent computer skills with superior knowledge of QuickBooks
- Advanced skills in the use of spreadsheets using MS Excel
- Excellent knowledge of accounting procedures including journal entries, general ledger, invoicing, account reconciliations and financial reporting
- Detail-oriented with strong analytical and problem-solving skills
- Self-starter with the ability to work in a fast paced, deadline-driven environment
- Team player with excellent interpersonal and customer-service skills
- Strong communication skills; bilingual in English and French

"What I have"
Present tense statements that tell the employer what you have to offer based on their job posting

EMPLOYMENT EXPERIENCE

Accounting Clerk ABC Inc. **June 2011 – March 2023**

- Processed AP/AR transactions accurately and in a timely manner by carefully matching invoices to receipts and checking all pricing in accordance with company policy
- Accurately prepared and entered 500 vendor invoices and 400 operating expense cheques monthly into QuickBooks, meeting deadlines consistently
- Prepared billings, accruals and statements of account as needed using QuickBooks
- Ensured general ledger coding of all Accounts Payable transactions were accurate by carefully sorting and matching documents via effective follow up and cross checking
- Entered and balanced AP/AR data in QuickBooks daily through accurate quality checks
- Minimized month end workflow by identifying and correcting discrepancies between invoices, reports and purchase orders on a weekly basis
- Reconciled month-end financial reporting meeting tight deadlines
- Communicated in a professional manner (in English and French) with vendors when placing collection calls reminding them of overdue accounts with persistence and diplomacy, ensuring month end receivables were recovered

Administrative Assistant 123 Inc. **April 2004 – May 2011**

- Improved office efficiency and reduced inventory costs by \$1,200 per year by developing and implementing a new filing system and message centre
- Reduced paper and postage fees by \$150/month by changing invoice billing system to e-statements
- Performed utility invoicing for office lease tenants and storage / leasing invoicing while applying strong customer service skills
- Increased efficiency by producing document templates for various forms, invoices, contracts, company letterhead and business cards using MS Word and Excel
- Reorganized the inventory system completely within nine days creating excellence in inventory management and lessening retrieval time by 25%
- Demonstrated multitasking ability by simultaneously performing administrative support for 2 corporate departments while other staff member was on a leave of absence
- Ensured accurate and professional communication both written and verbal during client relations, marketing duties, and the creation of in-depth reports and correspondence
- Managed bookkeeping and updated journal entries; conducted bank reconciliation

"What I did/ What I can do"

Past tense statements (unless you are still working)

Show the employer you have done similar things to what they want you to do based on their job posting

EDUCATION

Accounting Diploma

Seneca College

2010

JOB POSTING

Accounting Clerk

Zony Corporation

Simply put – working at Zony is exciting. When you join the Zony team, you are entering a world of innovation and creativity. Established in 1985, Zony is one of the most comprehensive entertainment companies in the world with a portfolio that includes electronics, music, movies, games and online businesses. We manufacture televisions, digital cameras, tablets, and the popular gaming console the ZonyFun Station™.

Job Summary:

Process all AR/AP transactions in an accurate and timely manner

Duties/ Responsibilities:

- Process all AP/AR transactions in accordance with Zony Policy. Ensure transactions are processed in an accurate, timely manner
- Input vendor invoices and operating expense cheques into QuickBooks
- Prepare billings, accruals and statements of account as needed using QuickBooks
- Match and file documents accurately and efficiently
- Ensure general ledger coding of all Accounts Payable transactions are accurate
- Prepare month end journal entries
- Reconcile vendor statements
- Communicate with vendors in a professional manner, while utilizing strong communication skills
- Clear customer accounts by credits and debits
- Adjust customer accounts to General Ledger, such as taxes, discount, discrepancies and other specific transactions
- Perform other support as requested
- Produce reports, spreadsheets and other documents
- Update inventory system

Qualifications

- 3 - 5 years of Accounts Payable/Receivable experience
- College diploma in accounting or related combination of education and experience
- Strong knowledge of QuickBooks
- Expertise in MS Excel
- Solid understanding of accounting procedures including: journal entries, general ledger, financial reporting, invoicing and account reconciliations
- Detail-oriented
- Effective analytical and problem-solving skills
- Highly organized in prioritizing work, multitasking, and consistently meeting deadlines within a fast-paced work environment
- Excellent interpersonal and communication skills
- Must be a team player
- Bilingual French/English

Body of the Résumé

Highlights of Qualifications Section of Résumé