

Estelle Vaughn

(216) 123-4567 | samplersumetemplates@email.com

BOOKKEEPER

Offers 15+ years of experience with three companies coordinating general accounting functions centered on vendor accounts. Highly organized and detail oriented with a penchant for accuracy and completeness of information for system entry and reporting. Work well autonomously as a part of a team.

PROFESSIONAL EXPERIENCE

- Posting credit card payments, deposits, cash receipts, journal entries, and budget transfer.
- Processing requisitions and purchase orders for check cutting and GL posting.
- Resolving credit card rejections and reconciling bank statements.
- Coding and processing invoices, researching vendor inquiries, and routing to expedite payments.
- Identifying potential discrepancies and calling vendors to verify and reconcile.
- Preparing remittances to accompany checks and assisting with month-end closing activities.
- Scanning orders and supporting documentation and performing check maintenance activities.
- Updating periodic financial reports and preparing vendor contracts.
- Communicating with companywide departments to expedite vendor payments.
- Processing disbursements to vendors against reconciliation of invoices and purchase orders.
- Matching purchase orders to invoices prior to entering invoices into systems.
- Charging expenses to vendor accounts and verifying the accuracy of information for tax reporting.
- Compiling and distributing monthly accounting reports for tax purposes and annual audits.
- Researching and gathering accounting items such as check receipts, disbursements, journal entries.
- Managing email flow to gather transactional data to match with respective accounts.
- Liaising between staff members and vendors to confirm accounts payable information.

Staff Bookkeeper | MBK ACCESSORIES - Cleveland, OH

3/2018 – Present

Assistant Bookkeeper | LINDY'S INDUSTRIAL - Cleveland, OH

5/2012 – 3/2018

Bookkeeping Clerk | BROTHERS FABRICATORS - Cleveland, OH

7/2005 - 5/2012

EDUCATION

CLEVELAND COMMUNITY COLLEGE
Associates in Accounting

SOFTWARE SKILLS

MS Office | QuickBooks | Back Office