

**1010 Carmichael Road, Montgomery, AL 36106**

(334) 123-4567 begin\_of\_the\_skype\_highlighting (334) 123-  
4567 FREE end\_of\_the\_skype\_highlighting  
mary.smith@gmail.com

*Accounts Payable Clerk with over 2 years of experience seeking an Account Payable Clerk position in reputable firm. Possesses a second level CGA and a BS in Accounting.*

### **PROFESSIONAL EXPERIENCE**

Delo LLP Montgomery, AL

*Accounts Payable Clerk September 2008 – Present*

- Code, total, enter, verify and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, invoices, cheque requisitions and bank statements in a ledger or computer system
- Input all approved journal entries into the accounting system
- Compile budget data, maintain petty cash fund, calculate cost of materials and respond to customer inquiries
- Assist with other clerical duties such as filing, faxing, scanning and photocopying
- Produce monthly reports required by the bookkeeper for the financial statements
- Undertaken responsibilities in annual audit activities such as checking accounts and preparing important reports such as final certification report

MONASA INC Montgomery, AL

*Customer Service Representative February 2005 – August 2008*

- Assisting customers with Registration renewals
- Processing transfers and various title request
- Daily cash handling
- Processing multiple vehicle and identification transactions

### **EDUCATION**

**ALABAMA STATE UNIVERSITY Montgomery, AL**

*Bachelor of Science in Accounting, June 2007*

- Graduated with Honors

**TALADEGA COLLEGE Talladega, AL**

*Completed Coursework towards Bachelor of Science in Bookkeeping, November 2004*

### **ADDITIONAL SKILLS**

- Type 65 wpm
- Microsoft Word & Excel, WordPerfect, Ten-key by touch,
- JD Edwards, MAS 90/200, SAP, AS400, PeopleSoft, Cash Handling, Call Center
- ACCPAC, Great Plains-Dynamics, MAS 500 and QuickBooks

### **CERTIFICATIONS AND LICENSES**

- Second level CGA (Certified General Accountant)