**Francis A. Bradley**

1503 Frum Street

Portland, TN 37148

Phone: 615-817-9162

Email: francis.bradley@anymail.com

**Career Objective:**

Detail-oriented, result-focused Bookkeeper with over 5+ years of experience. Capable of maintaining accurate transaction records, and perform bookkeeping duties with confidentiality. A professional with good communication, mathematical skills, and familiar with accounting principles.

**Summary of Skills:**

* Familiar with using bookkeeping principles and sound understanding of the accounting language to make accurate entries in the ledger
* In-depth information about the latest technologies and expertise in using advanced accounting software
* Extensive knowledge of auditing principles, general ledger postings, taxation issues, and invoicing
* Proficiency in operating QuickBooks accounting software
* Ability to pay attention to details for the transactions to avoid discrepancies in the records
* Excellent organizational and mathematical skills

**Work Experience:**

Bookkeeper

FrontPoint Enterprises, Portland, TN

August 2016 – Present

* Balancing and maintaining accurate ledgers for the company to help in preparing the quarterly financial reports
* Coordinating with account receivables department to match payment received with invoices before making an entry into the software
* Summarizing data in separate ledgers and transferring data to general ledger by using calculator for preparing weekly reports
* Compiling records to show statistics like cash receipts, expenditures, payable, receivables, profit-loss statement and other business operations
* Analyzing quarterly withholding tax returns by monitoring monthly payments and their applications
* Performing various duties as required and supporting preparation of financial statements
* Recording journal entries to calculate depreciation, and amortize debts

[Junior Bookkeeper](https://www.bestsampleresume.com/accounting/junior-bookkeeper-resume.html)

Exide Solutions, Portland, TN

November 2014 – July 2016

* Verified and posted daily business transactions of 100+ clients using QuickBooks software to maintain accurate records
* Coordinated with account receivables and calculated invoicing amount for clients
* Recorded all transactions and posted debit or credit card transactions for the supervisor's review
* Managed daily accounting tasks with precision, and assisted accounting department for maintaining accurate financial records
* Coordinated with accounts payable clerk to get accurate numbers related to income and expenditure for preparing monthly financial report
* Maintained financial records for primarily processing client invoices, and reconciled related payments including cash or check
* Formulated, prepared and issued bills, invoices and financial statements to respective customers to get timely payments

Bookkeeping Assistant

PMAM Corporation, Gallatin, TN

June 2012 – October 2014

* Assisted bookkeeping and accounting team by maintaining updated records in the company's database
* Regularly developed accurate financial reports, and other documents like balance sheet, income statements
* Coordinated with account payable and receivables to get information about invoices, and made appropriate entries into the software
* Managed and reconciled petty cash for sales employees during their on field visits, and made proper transaction entries in the database
* Maintained Excel sheets of deposited cash, checks, and reconciled records of credit card accounts of the customers
* Checked figures, postings, and documents in the ledger for correct entry and mathematical accuracy
* Answered calls from customers to solve their financial queries

**Education:**

* Associate's Degree in Accounting  
  Daymar State Community College, Gallatin, TN   
  2012

**Certification:**

* Certified Bookkeeper  
  National Bookkeeper Association  
  2015

**Reference:**

On request.