**Barny D. Fowler**

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**Job Objective:**

Exceptionally detail-oriented and highly reliable professional seeking 'Bookkeeping Manager' position with 'XYZ Company' to use my experience for ensuring smooth financial operations of the organization.

**Summary of Skills:**

* Sound knowledge of the accounting principles and bookkeeping practices
* Working knowledge of required computing applications like Excel, Spreadsheet, and proficient in operating accounting software QuickBooks, TurboCASH
* Familiar with general ledger accounting, performing account reconciliations, and other tasks
* Competency in maintaining updated financial records, and producing accurate reports
* Capable of prioritizing various tasks, and adhering to policies to complete them before deadline
* Ability to pay attention to details and excellent problem-solving skills
* Strong organizational and communication skills

**Work Experience:**

Bookkeeper

JBCConnect Inc. Pvt Ltd., Harper, OR

December 2016 – Present

* Balancing and maintaining accounting ledgers and filing supporting documents of financial transactions
* Verifying and resolving discrepancies and erroneous transactions in general ledgers
* Answering queries by vendors and clients by investigating overcharges or payment disputes to maintain healthy business relations
* Tracking purchase orders using software to ensure it reaches the customers in time
* Answering telephone queries or routing calls to the concerned department by following established procedures
* Supporting monthly, quarterly, and year-end closing process by verifying, posting, and reconciling accounts
* Compiling monthly reports to show statistics related to expenditures, profit and loss statements, and other accounting terms

Bookkeeper

Marcum Incorporation, Harper, OR

April 2014 – November 2016

* Maintained general ledger accounts by updating daily transactions using QuickBooks
* Calculations numbers and figures to prepare accurate financial summaries
* Recorded debits and credits of company to generate weekly balance sheet
* Updated general ledgers by entering correct payee and vendor information in the accounting software TurboCASH
* Analyzed financial data to identify the discrepancies during month-end closing, and assisted in preparing reports
* Prepared monthly financial statements using bookkeeping software
* Performed bank reconciliations that reflected errors, and assisted accountants in preparing financial models

Accounting Associate

Suntex Marina Enterprises, Harper, OR

August 2012 – March 2014

* Assisted accountants by performing basic accounting and bookkeeping duties
* Collected, verified various documents such as invoices, bills, or receipts, and took out printouts for the manager's review
* Reviewed financial statements for more than 50 clients per month to find out inaccuracies in balance sheets
* Took responsibility for ensuring timely and accurate reconciliations of various client balance sheets during closing period
* Reviewed and processed invoices, check requests on a monthly basis as instructed by the supervisor
* Coordinated with the accounts team to manage accounts payable and accounts receivable
* Acted as the primary person to assist in management of cash flow, and kept general ledgers updated

**Education:**

* Associate's Degree in Accounting  
  Triton Community College, Harper, OR   
  2012

**Certification:**

* Certified Bookkeeper  
  Triton Community College, Harper, OR   
  2014

**Reference:**

On request.