Richard Williams

**Bookkeeper**



(770) 625-9669

Houston, TX 47587

RichardWilliams@gmail.com

**Summary**

A general bookkeeper with 8+ years of experience using both single-entry and double-entry systems for medium-sized businesses. Specialize in performing bookkeeping for multimillion-dollar companies. Possess expertise in numerous pieces of bookkeeping software. Identified and eliminated departmental inefficiencies to increase productivity by 15%.

**Relevant Skills**

**FINANCIAL MANAGEMENT**

* Corrected spreadsheet error saving A/P $3,500.
* Performed financial calculations such as amounts due, interest charges, balances, discounts, equity, and principal for a multimillion-dollar company.

**OFFICE ADMINISTRATION**

* Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
* Performed general office duties such as filing, answering telephones, and handling routine correspondence.

**Work Experience**



SEPT 20XX - PRESENT

**GENERAL BOOKKEEPER**

Scottsdale, AZ— Franklin & Rodgers Business Solutions

* Accessed computerized financial information to answer general questions as well as those related to specific accounts.
* Formulated, prepared, and issued bills, invoices, and account and financial statements with 10% increased efficiency to ensure timely deliverable.
* Trained 3 new administrative assistants and junior bookkeepers

**ADMINISTRATIVE ASSISTANT BOOKKEEPER**

JUN 20XX - AUG 20XX

Tempe, AZ— Patton Group

* Operated computers programmed with accounting software to record, store, and analyze information.
* Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
* Matched order forms with invoices, and record the necessary information.

20XX



**Education**

**B.S. ACCOUNTING** — Wilhem University Phoenix, AZ

20XX



**A.S. ACCOUNTING** — Wilhem University Phoenix, AZ

20XX



**CERTIFIED BOOKKEEPER** — American Institute of Professional Bookkeeper