Richard Williams

BOOKKEEPER

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%.

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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.
* Certified QuickBooks Accountant.

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.
* Maintained error-free financial books for over 7 years.

WORK EXPERIENCE

General Bookkeeper

Sep 20XX - Present

Franklin & Rodgers Business Solutions | Scottsdale, AZ

* 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

Patton Group | Tempe, AZ

* 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.

EDUCATION

B.S. Accounting

20XX

Wilhem University | Phoenix, AZ