**Charles R. Lord**

676 Coplin Avenue

Phoenix, AZ 85003

Phone: 602-187-8925

Email: charles.lord@anymail.com

**Job Objective:**

Certified, highly-dedicated and motivational accounting professional searching for 'Bookkeeping Clerk' position at 'XYZ Organization' to use my expertise in resolving challenges, and maintaining accurate ledgers.

**Summary of Skills:**

* Sound knowledge of accounting principles and duties associated with bookkeeping practices
* Adept at operating accounting software like QuickBooks, GnuCASH
* Extensive experience in handling accounts payable, accounts receivables, and preparing financial reports
* Capable of dealing with customers, clients, vendors and other accounting staff in a professional manner
* Flexible to work in a team and handle pressure situations to meet strict deadlines
* Exceptional organizational and communication skills

**Work Experience:**

Bookkeeping Clerk

City National Bank, Phoenix, AZ

December 2015 – Present

* Handing reconciliations for various types of accounts, checking of general ledgers, and answering customer service calls
* Working with the team to closely understand individual customer account errors, and taking steps to resolve them in minimal time
* Initiating transfer of transactions from separate journals to general ledgers or data processing sheets, thereby increasing efficiency by 34%
* Maintaining accurate subsidiary accounts, corporate accounts by timely verifying, sorting, allocating, and posting transactions
* Assessing, processing regular transactions that were rejected due to numerous reasons, and informing customers about it
* Responsible for coding documents as per the bank procedures to help reduce delay and redundancy
* Verifying, auditing ledger books, and performing required bank reconciliations as needed

Bookkeeper

SP Plus Corporation, Phoenix, AZ

April 2013 – November 2015

* Performed accounts payable, accounts receivable, and prepared financial reports
* Coordinated with accounts receivable to prepare invoices and sent them on mail or fax to clients
* Entered all transactions in the software and processed all accounting payable under supervision
* Maintained general ledgers to keep the monthly budget updated, and answered questions related to discrepancies
* Created monthly financial reports and performed reconciliations of bank statements as per the supervisor's instructions
* Improved customer service in the company by initiating maintenance of records digitally resulting in positive audits and 23% increase in client base
* Carried out various general office management and administrative duties to ensure smooth functioning of the department

Accounting Associate

HUTN Group, Phoenix, AZ

August 2011 - March 2013

* Verified the accuracy of the recorded journal entries, and performed accounting classifications as required
* Assisted the accounting staff with various duties like monthly, year-end audits, and coding corporate invoices
* Liaise between vendors and accounting team, and ensured payments are correctly processed
* Used QuickBooks to input, review or collect accounting information for a concerned vendor during team meetings
* Managed assessment of inventory to perform reconciliations during monthly closing
* Performed accurate reconciliations of balance sheets for more than 50 vendors to identify discrepancies in the transactions

**Education:**

* Bachelor's Degree in Accounting   
  Gateway Community College, Phoenix, AZ   
  2011

**Certifications:**

* Certified Bookkeeper, 2012

**Reference:**

On request.