

Bookkeeper

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Summary

Organized bookkeeper with seven years keeping small-business books clean and current, fluent in QuickBooks Online and Xero, trusted to manage AP, AR, bank reconciliations, and payroll for a dozen clients at once.

Experience

Full-Charge Bookkeeper, Sterling Small Business Services 2020 – Present

City, ST

- Maintained complete books for 12 small-business clients in QuickBooks Online, posting roughly 1,500 transactions monthly.
- Reconciled 28 bank and credit-card accounts every month, resolving discrepancies within one business day.
- Managed accounts payable and receivable, keeping client past-due balances under 4% of total receivables.
- Ran biweekly payroll for 60 combined employees across clients, filing all tax deposits on time.
- Prepared and filed quarterly sales-tax returns for eight clients with zero late penalties over three years.
- Issued 90-plus 1099s each January, verifying vendor W-9 details before the filing deadline.
- Produced monthly profit-and-loss and balance-sheet reports that owners used for cash-flow decisions.
- Migrated two clients from spreadsheets to QuickBooks Online, cleaning historical data during the transition.

Bookkeeper, Birchwood Retail Outfitters 2017 – 2020

City, ST

- Recorded daily sales and expenses for a multi-location retailer, posting around 700 entries per month.
- Reconciled three store bank accounts and the merchant-services account monthly with full documentation.
- Tracked inventory purchases and matched them to vendor invoices before approving payment.
- Processed weekly payroll for 25 hourly staff, including tips, overtime, and deductions.
- Prepared month-end journal entries and handed clean books to the outside CPA for tax prep.
- Built a simple cash-flow tracker that flagged low-balance weeks two weeks in advance.

Education

Associate of Applied Science in Accounting 2015 – 2017

Community College — City, ST

Certifications & Licenses

QuickBooks Online ProAdvisor · Certified Bookkeeper (CB)

Skills

QuickBooks Online · Xero · Bank reconciliation · Accounts payable · Accounts receivable · Payroll processing · Sales-tax filing · 1099 preparation · Financial reporting · General ledger · Microsoft Excel · Data accuracy