**Richard J. Fulton**

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EI Dorado, KS 67042

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**Career Objective:**

Detailed-oriented, highly-energetic, and experienced 'Accounting Clerk' searching for a senior position with “ABC Company” to use my knowledge and expertise in preparing accurate financial statements, and deliver effective customer service.

**Summary of Skills:**

* Sound knowledge of various accounting payable/receivable principles, maintaining records, reconciling accounts, and bookkeeping procedures
* Proficiency in operating accounting software QuickBooks, and in-depth information about handling and reporting errors in entries
* Capable of making mathematical calculations with reasonable speed and accuracy
* Ability to maintain confidentiality while handling company's and client's financial information
* Excellent written and verbal communication skills
* Strong organizational skills with competency in MS Office, databases

**Work Experience:**

Accounting Clerk

AG Financial Solutions, EI Dorado, KS

December 2015 – Present

* Mailing out payment receipts and reconciling bank statements, credit card statements, and benefit statements to stakeholders
* Ensuring accurate inputs in the accounting system, and reviewing vendor statements for problem resolution
* Managing accounts payable procedures after verifying billing amount, assessing checks for signatures, and ensuring payments are delivered to clients in time
* Collaborating with various teams to keep records updated, and recommending appropriate actions to resolve discrepancies
* Monitoring and following-up with clients over nonpayment or delayed payment issues by sending regular reminders
* Assisting various departments with weekly cash requirements, management reports, and performing month-end account closing duties
* Providing front-desk support, and assisting with setup of conference room during client meetings

Accounting Clerk

Filippo Enterprises, EI Dorado

May 2013 – November 2015

* Maintained master vendor data, and resolved discrepancies in invoices
* Processed invoices for payment by ensuring appropriate signature, and supporting documents were attached before sending checks to clients
* Answered internal as well as external inquiries related to the monthly closing reports
* Prepared statements for bank deposits, managed general ledger posting, and reconciled accounts in a timely manner
* Sorted, coded, reviewed, and verified invoices for payment
* Assisted in the preparation of financial statements such as bills, budgets and cost reports

Assistant Accountant

The Wink Corporation, EI Dorado, KS

July 2011 – April 2013

* Worked with spreadsheets, sales and purchase ledgers for over 5 clients to record daily transactions
* Prepared financial documents on regular basis, including invoices, bills, account payable and receivable
* Entered financial transactions are entered and updated in the database
* Maintained financial records for 50+ clients, and general ledger accounts
* Assisted with daily operations concerned with the finance department
* Assisted in drafting financial reports, and budget review
* Assisted in reconciliation of bank statements

**Education:**

* Bachelor's Degree in Accounting
Barton Community College, EI Dorado, KS
2011

**Reference:**

On request.