**Regina Williamson**

3324 Phillie Lane

New York, NY 10006

Phone No: 917-908-3536

Email: reginawilliamson@anymail.com

**Job Objective:**

Seeking an agency bookkeeper job position with Time10 Inc., where I can utilize my data-entry, numerical, organizational, and communication skills with the knowledge of bookkeeping principles, and experience in keeping accurate records of financial transactions.

**Summary of Skills:**

* Thorough understanding of bookkeeping principles, accounting policies and procedures, accounts payable, accounts receivable, GAAP, payrolls, etc.
* Good experience with data entry, record keeping, reporting, and general ledger reconciliations
* Strong organizational skills to maintain financial records, and ability to prioritize and accomplish multiple tasks simultaneously within deadlines
* Ability to tolerate stress and work under pressure while dealing with the larger amount of financial data
* Attention to detail, and ability to maintain accuracy and confidentiality of the financial reports
* Ability to adapt in fast-paced working environment
* Effective verbal and written communication skills to present information in a easy and understandable manner to different teams
* Solid analytical skills to identify, analyze, and resolve problems
* Proficient with Microsoft Office Suite, QuickBooks, GAAP, and other accounting software packages

**Work Experience:**

Agency Bookkeeper

Zimmerman Group, New York, NY

November 2016- Present

* Handling general bookkeeping and accounting tasks including data entry, tax payments, creating financial transactions records, bank reconciliations, journal entries, payroll, and financial statement preparation
* Maintaining organization's bookkeeping database reconciled daily with QuickBooks, and also providing QuickBooks online reporting for professional team
* Preparing invoices, bills, accounts payable, and accounts receivable for the management
* Sorting and posting financial documents to appropriate accounts
* Classifying records and summarizing numerical and financial data
* Compiling and storing financial records using journals and ledgers
* Processing invoices, expense coding, data entry
* Performing bank deposits and following-up on all accounts receivables
* Preparing, analyzing and presenting company's budgets and also assisting tax and other accountants while performing special projects and duties
* Balancing and verifying account books to handle discrepancies

Assistant Agency Bookkeeper

Flagmen Agency, New York, NY

January 2014 - September 2016

* Assisted bookkeeper and accounting department in various tasks
* Performed light bookkeeping in QuickBooks, reconciled bank and financial statements, handled accounts payable, accounts receivable activities, and data entry tasks
* Prepared and maintained financial and other records
* Performed bookkeeping and accounting responsibilities in compliance with ethical practices and standards
* Assisted senior bookkeeper in recording and maintaining all financial documentation, getting payroll completed and distributing on time
* Tracked financial condition of the organization to prepare accurate reports
* Maintained and updated all records and files related to revenue and expenses
* Assisted in recording, reconciling, and auditing accounting data to ensure their accuracy or correctness
* Performed general and administrative duties as assigned, responded to staff inquiries, and provided accounting assistance

**Education:**

* Associate's Degree in Accounting  
  University of New York, New York, NY  
  2014

**Certification:**

* Certified Public Bookkeeper 2013