

ACCOUNTANT HELPER

Summary

Seeking a position as an accountant, utilizing knowledge of general accounting procedures in order to assist the office with its periodic accounting processes.

Highlights

Microsoft Office (Excel, Word, PowerPoint)

Advanced problem solving abilities

Critical thinking

Decisive

Excellent mathematical skills

Budgeting

Accomplishments

Payroll Assistance

- Assisted with payroll preparation and entered data into cumulative payroll document.

Research

- Investigated and analyzed client complaints to identify and resolve issues.

Scheduling

- Facilitated onboarding of new employees by scheduling training, answering questions and processing paperwork.

Experience

Accountant helper

May 2014 to July 2014 Company Name 1/4 City , State

- Assisted the Accounting Clerk in accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation.
- Performed general office duties: filing, scanning, mail processing and data entry.
- Assisted Accounting Manager with different assignments.
- Reconciled bank statements and ledger accounts.
- Assisted with daily cash balancing.
- Major Strengths: Good knowledge of coordinating, monitoring and participating in monthly accounting procedures.
- Strong know-how of organizing the preparation of periodic financial reports.
- In-depth knowledge of preparing reconciliation of outstanding payments.
- Knowledge of liabilities and payment obligation.
- Verified and logged in deadlines for responding to daily inquiries.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Dispersed incoming mail to correct recipients throughout the office.
- Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.

Laboratory Technician III

September 2012 to Current Company Name 1/4 City , State

- Receive and prepare laboratory samples for analysis, following proper protocols to ensure that they will be stored, prepared, and disposed of efficiently and effectively.
- Record data pertaining to experimentation, research, or animal care.
- Measure or weigh ingredients used in testing or for purposes such as animal feed and waste.
- Operate laboratory equipment such as spectrometers, nitrogen determination apparatus, air samplers, centrifuges, and potential hydrogen (pH) meters to perform tests.
- Adjust testing equipment, and prepare culture media, following standard procedures.
- Maintain or repair agricultural facilities, equipment, or tools to ensure operational readiness, safety, and cleanliness.
- Prepare or present agricultural demonstrations.
- Respond to inquiries and requests from the public that do not require specialized scientific knowledge or expertise.

- Supervise student workers and train new technicians.

Laboratory Technician II

July 2007 to September 2012 Company Name i¼ City , State

- Receive and prepare laboratory samples for analysis, following proper protocols to ensure that they will be stored, prepared, and disposed of efficiently and effectively.
- Prepare samples to be analyzed on the ICP.
- Analyze samples via AS-3000 PH Dual analyzer.
- Maintain or repair agricultural facilities, equipment, or tools to ensure operational readiness, safety, and cleanliness.
- Prepare laboratory reagents for analytical purposes.
- Service walk-in customers.
- Prepare or present agricultural demonstrations.
- Additional skills and capabilities: Operate effectively within an agricultural laboratory setting.
- Willing participant in environmentally sustainable work practices.
- Thoroughly perform standard calibrations.
- Excellent communication and collaboration skills.
- Efficient and precise when recording and presenting data.
- Proficient in the use laboratory application software and instruments.
- Strong contributor to the achievement of quality objectives.

Education

Bachelor of Arts : Accounting , 5 2014 Ashford University i¼ City , State , USA

Advanced coursework in Business Administration

Coursework in Business Administration

Coursework in Advanced Financial Accounting

Contract Law coursework

Minor in Business Administration

Coursework in Human Resource Management and Business Administration

Income Tax Reporting course

Specialized Industry GAAP course

Coursework in International Finance, Statistics and Microeconomics

Coursework in Accounting and Finance

Communications and Marketing coursework

Skills

Proficient in Microsoft Office (Excel, Word, PowerPoint)

Excellent mathematical skills

Capable of analyzing trends and variances

Excellent communication and organizational skills

Able to work in a high volume environment

Physically dexterous

Strong interpersonal, communication and multi-tasking skills

Operate effectively within an agricultural laboratory setting.

Willing participant in environmentally sustainable work practices.

Thoroughly perform standard calibrations.

Excellent communication and collaboration skills.

Efficient and precise when recording and presenting data.

Proficient in the use laboratory application software and instruments.

Strong contributor to the achievement of quality objectives