

# Entry Level Accounting Resume Sample 2

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## **Martin McBride**

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125-632-5569

## **A. Summary**

An extremely organized and dedicated accounting clerk seeking to gain formal training under professional accountants. Seeking a position where I can utilize my understanding of general accounting procedures in order to assist the overall accounting team. Prior experience as a data entry clerk and a business office manager. Particularly strong in attention to detail, team work, and ability to examine inventory to find ways to reduce unnecessary budgetary expenditures. Knowledgeable in relevant accounting coursework, including financial accounting, income tax reporting, taxation accounting, cost accounting, and managerial accounting. Acute understanding of mathematics and computers. Specialties include problem-solving and tax accounting.

## **B. Working Experience**

**June/2015 – May/2018 – James Auto Shop, LLC, Pittsburgh, Pennsylvania**

### **Responsibilities:**

- Gather and review monthly sales reports.
- Organize all incoming checks and deposits.
- Assist in the processing of invoices.
- Work with accounting manager to assure smooth running office.
- Perform data entry as part of daily office duties.

### **Achievements:**

- Recommended change in filing system that reduced clutter and increased office space by 25%.
- Received Most Valuable Clerk award from 2015 to 2016.
- Achieved perfect attendance during entire time at company.

**January/2012 – June/2015 – Johnson and Jameson Recycling, Pittsburgh, Pennsylvania**

### **Responsibilities:**

- Assisted in providing general support to accounting department.
- Served as chief assistant to the business manager.

- Processed invoices and called clients to settle any questions on the accounts.
- Handled purchasing orders, including the company's verification procedures.
- Provided clerical and mathematical assistance during annual audit.

#### **Achievements:**

- Supervised an office staff of 22, including their scheduling and hiring.
- Completed course and certification in Business Taxation.
- Found accounting error that saved company 100k annually.

### **C. Education and Academic Training**

Bachelor of Science in Accounting, Pittsburg Science Academy, May 2012, G.P.A.: 3.6

### **D. Job Related Skills**

- Knowledgeable about Taxation Accounting
- Skilled in Quickbooks and Quicken
- Understand Accounts Receivable and Accounts Payable principles
- Hands-on experience with Oracle
- Knowledgeable about the principles of ledger accounting

### **E. General Skills**

- Exceptionally capable of working within a team
- Able to supervise office staff
- Adept at organizing and planning
- Fluent in French and English
- Typing speed of 78 WPM