





ALIYA JACKSON

A results-driven assistant bookkeeper with over three years of experience, specializing in financial reporting, budgeting, Sage 50, and account reconciliation. Adept at identifying opportunities to enhance the accuracy of financial reporting.

CONTACT

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-  Seattle, WA12345

KEY SKILLS

- Financial reporting
- Account reconciliation
- Accounts payable and receivable
- Payroll processing
- Tax preparation

EDUCATION

- Bachelor of Science (B.S.) in Accounting | UNIVERSITY OF WASHINGTON, Seattle, WA | May 2021

PROFESSIONAL EXPERIENCE

ASSISTANT BOOKKEEPER, HARLAND CONSTRUCTION CO., SEATTLE, WA | JULY 2022 – PRESENT

- Support the lead accountant in preparing monthly financial statements, analyzing company expenses, and coordinating billing processes for a construction business
- Perform reconciliations for 20+ accounts valued at up to \$170,000, identify discrepancies, and implement corrective actions quickly and efficiently
- Coordinate cross-functionally to identify unnecessary expenditures and inflated vendor pricing, contributing to a \$60,000 reduction in annual operating costs

ASSISTANT BOOKKEEPER, BOOKKEEPING SERVICES INC., SEATTLE, WA | JUNE 2021 – JULY 2022

- Collaborated with senior accountants in analyzing financial records for over 50 clients, performed audits, and maintained compliance with industry standards
- Provided support for the preparation and submission of tax returns, ensuring compliance with deadlines and regulatory requirements
- Supported payroll processing and managed accounts payable/receivable functions

CERTIFICATIONS

- Certified Bookkeeper (CB) | American Institute of Professional Bookkeepers (AIPB) | August 2019