



EMMA CLARK

A detail-oriented bookkeeper with a strong foundation in financial reporting, account reconciliation, and payroll processing. Skilled in maintaining accuracy in financial records and supporting small business owners with essential bookkeeping tasks.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Philadelphia, PA 12345

KEY SKILLS

- Account reconciliation
- Accounts payable/receivable
- Financial reporting
- Payroll processing
- QuickBooks

EDUCATION

Associate of Science (A.S.) in
Accounting
PHILADELPHIA COMMUNITY
COLLEGE | Philadelphia, PA

PROFESSIONAL EXPERIENCE

ASSISTANT BOOKKEEPER | WILSON ACCOUNTING SERVICES, PHILADELPHIA, PA
JUNE 2023 – PRESENT

- Assist with maintaining accurate financial records for six small business accounts, including income and expense tracking
- Prepare monthly financial reports, ensuring timely and accurate data for client review
- Perform account reconciliations to resolve discrepancies in financial statements
- Support payroll processing and handle accounts payable and receivable functions

INTERN | COMMUNITY BOOKKEEPING SOLUTIONS, PHILADELPHIA, PA
FEBRUARY 2023 – MAY 2023

- Processed financial transactions and assisted with preparing balance sheets and cash flow reports
- Assisted with tax preparation, ensuring compliance with local and federal regulations
- Provided administrative support by organizing invoices, receipts, and other financial documents

CERTIFICATIONS

- Bookkeeping Certificate | Philadelphia Business Academy | May 2023