



JOHN BERGSEN

A dynamic bookkeeper with over six years of experience in accounting, financial reporting, accounts reconciliation, and payroll management. A proven track record of performing complex financial audits and identifying opportunities to reduce annual operating costs for clients.

KEY SKILLS



- Financial reporting
- Accounts payable/receivable
- Bank reconciliation
- Payroll management
- Budgeting and forecasting

EDUCATION



Bachelor of Science (B.S.) in Accounting

UNIVERSITY OF WASHINGTON | Seattle, WA
May 2018

PROFESSIONAL EXPERIENCE



Senior Bookkeeper | Highland Financial, Philadelphia, PA
January 2018 – present

- Lead a team of three bookkeepers to manage financial records, payroll processes, and reporting for 20+ client accounts valued at \$90,000 to \$250,000
- Coordinate with internal and external accounting teams to implement new financial reporting processes, contributing to a 27% cost reduction for a major account
- Perform complex financial audits and oversee monthly bank reconciliations and tax preparation in compliance with state and federal regulations

Bookkeeper, Corbin Finance Pros, Philadelphia, PA
May 2015 – December 2017

- Prepared financial statements such as balance sheets, income statements, and cash flow reports for over 15 client accounts valued at up to \$120,000
- Reconciled accounts monthly, ensuring financial accuracy and compliance with accounting regulations

CERTIFICATIONS



- Certified Bookkeeper (CB) | American Institute of Professional Bookkeepers | August 2019
- Certified Public Bookkeeper (CPB) | National Association of Certified Public Bookkeepers | July 2018