

# 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.

JB

## CONTACT

-  (123) 456-7890
-  email@example.com
-  LinkedIn | Portfolio
-  Philadelphia, PA

## EDUCATION

- BACHELOR OF SCIENCE (B.S.) IN ACCOUNTING | UNIVERSITY OF WASHINGTON, SEATTLE, WA | MAY 2018**

## KEY SKILLS

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

## 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

## CERTIFICATION

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