

EC

Emma Clark

ABOUT ME

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.

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

CERTIFICATION

- BOOKKEEPING CERTIFICATE | PHILADELPHIA BUSINESS ACADEMY | MAY 2023**

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



Philadelphia, PA

EDUCATION

- Associate of Science (A.S.) in Accounting**
Philadelphia Community College, Philadelphia, PA

KEY SKILLS

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