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# Aliya Jackson

## Assistant Bookkeeper

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

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 Seattle, WA

### KEY SKILLS

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

### 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

### EDUCATION

Bachelor of Science (B.S.) in Accounting | University of Washington  
Seattle, WA | May 2021

### CERTIFICATIONS

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