

EP

Emily Park

Accounting Clerk

Reliable accounting clerk with experience in data entry, reconciliations, and vendor payments for healthcare and small-business clients.

PROFESSIONAL EXPERIENCE

ACCOUNTING CLERK | HEALTHPLUS CLINIC, AUSTIN, TX
MARCH 2021 – PRESENT

- Managed AP for 100+ vendors; maintained 98% payment accuracy.
- Reconciled bank statements monthly, identifying \$10K in discrepancies.


OFFICE ASSISTANT | SMALLBIZ SOLUTIONS, AUSTIN, TX
SEPTEMBER 2019 – FEBRUARY 2021

- Supported the accounting team with invoice entry and expense tracking.
- Assisted in payroll data gathering for bi-weekly runs.

EDUCATION


A.A. in Business Administration | Austin Community College
TX | May 2019

CONTACT

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KEY SKILLS

- Data entry & reconciliation
- Vendor management
- Household management
- Microsoft Excel