


Sarah Mitchell

Accounting Administrative Assistant

Organized accounting administrative assistant with 8 years of experience providing operational support in accounting environments. Proficient in invoice processing, accounts payable and receivable management, and financial record maintenance. Skilled in coordinating client communications, optimizing filing systems, and ensuring data accuracy across high-volume transaction environments. Committed to delivering precise, timely administrative support that enables accounting teams to operate efficiently.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 Denver, CO

EDUCATION

- Associate Degree in Business Administration
June 2017
Community College of Denver,
Denver, CO

KEY SKILLS

- Accounts payable and receivable processing
- Invoice management and payment tracking
- Administrative support and office coordination
- Digital and physical filing system management
- Client communication and scheduling
- Data entry accuracy and record maintenance
- QuickBooks and Microsoft Office Suite
- Payroll support and scheduling assistance

PROFESSIONAL EXPERIENCE

Accounting Administrative Assistant I May 2019 - Present
Smithson Financial | Denver, CO

- Processed an average of 200 invoices per month with 99% accuracy, reducing payment errors that previously generated \$8,000 in annual rework costs
- Maintained comprehensive digital and physical filing systems for 5+ years of tax records, improving document retrieval efficiency by 40% for audit preparation
- Scheduled and coordinated 50+ client meetings monthly, streamlining communication between 8 accountants and their client portfolios
- Supported month-end close by preparing supporting documentation packages, reducing accountant prep time by 15% per close cycle
- Managed accounts payable data entry for 30+ vendors, maintaining zero-discrepancy records across 3 consecutive quarterly reviews
- Processed payroll for 45 employees biweekly, ensuring on-time disbursement with 100% accuracy over 4-year tenure

Office Assistant I June 2017 - May 2019
Denver Tax Experts | Denver, CO

- Assisted with data entry for 150+ individual and business tax returns annually, maintaining compliance with state and federal filing regulations
- Answered 30+ client inquiries daily on account statuses and deadlines, achieving 95% first-contact resolution rate
- Supported office manager with biweekly payroll processing and scheduling for 12-person team, ensuring zero late filings over 2 years
- Organized and digitized 3 years of archival tax records, reducing physical storage costs by 20% and improving retrieval time by 50%

CERTIFICATIONS

- QuickBooks Online Certified User, Intuit, May 2020
- Notary Public, State of Colorado, February 2020