



Carlos Rivera

ASSISTANT BOOKKEEPER

Meticulous assistant bookkeeper with 8 years of experience maintaining ledgers, processing invoices, and reconciling accounts for multi-client environments. Proficient in QuickBooks, accounts payable management, and financial report preparation. Demonstrated ability to reduce accounting errors, improve on-time payment rates, and support payroll processing for small and mid-sized businesses. Skilled in organizing client financial records and delivering accurate, timely bookkeeping services.

CONTACT INFORMATION

 (123) 456-7890

 email@example.com

 Austin, TX

KEY SKILLS

- General ledger maintenance and daily entries
- Accounts reconciliation (50+ clients annually)
- Invoice processing and payment scheduling
- Financial report preparation for management
- Payroll processing support
- QuickBooks and Microsoft Excel
- Client financial document organization
- Accounts payable and vendor management
- Month-end close support and journal entries

PROFESSIONAL EXPERIENCE

Assistant Bookkeeper | Horizon Enterprises, Austin, TX | April 2019 – Present

- Managed daily ledger entries for \$2 million in monthly transactions, ensuring all records were accurately maintained within a 24-hour posting cycle
- Processed 100+ invoices weekly for 30+ vendors, achieving a 98% on-time payment rate and reducing late payment fees by \$8,000 annually
- Assisted in preparing monthly financial reports for 5 department managers, incorporating actuals-vs-budget comparisons and cash flow summaries
- Supported month-end close by preparing 15+ journal entries per cycle, contributing to a consistent 6-day close timeline each month
- Maintained QuickBooks records for 3 business entities simultaneously, ensuring reconciliation accuracy of 99.5% across all accounts
- Trained 1 junior bookkeeping clerk on daily entry procedures and reconciliation standards, reducing their onboarding time by 30%

Accounts Clerk | Southwest Accounting, Austin, TX | January 2017 – March 2019

- Reconciled accounts for 50+ small business clients annually, reducing average error rates by 25% through systematic pre-close review procedures
- Filed and organized financial documents for 50+ clients per year, maintaining 100% document completeness for all scheduled audit reviews
- Supported payroll processing for 3 client businesses during peak seasons, ensuring zero late disbursements across all engagements
- Assisted senior bookkeeper with monthly bank reconciliations, resolving 10-15 discrepancies per cycle within 48-hour targets

EDUCATION

Associate of Applied Science Accounting

Austin Community College, Austin, TX | December 2016

CERTIFICATIONS

- QuickBooks Certified User, Intuit, January 2018
- Certified Bookkeeper (CB), AIPB, May 2019