

Sophia Harris

Accounting Clerk Assistant

Detail-oriented accounting clerk assistant with 8 years of experience in bookkeeping, invoice management, and account reconciliation. Proficient in processing high volumes of invoices accurately, maintaining digital financial records, and resolving discrepancies across departmental budgets. Skilled at optimizing administrative workflows to reduce processing time and improve financial accuracy. Committed to delivering precise, efficient support that keeps accounting operations running smoothly.

EDUCATION

Associate of Applied Science,
Accounting | Front Range
Community College, Denver, CO
December 2016

KEY SKILLS

- Invoice management and payment processing
- Bookkeeping and daily transaction recording
- Account reconciliation and discrepancy resolution
- Digital financial recordkeeping and filing
- Vendor communication and payment coordination
- Monthly financial summary preparation
- QuickBooks and Microsoft Excel
- Budget tracking and departmental expense reporting
- Compliance documentation and audit support

PROFESSIONAL EXPERIENCE

Accounting Clerk

Assistant Valley Corporation , Denver, CO | June 2019 – Present

- Processed 150+ invoices weekly for 40+ vendors, achieving a 98% on-time payment rate and reducing late payment penalties by \$12,000 annually
- Assisted in monthly account reconciliations for 6 departmental budgets totaling \$4 million, identifying and resolving all discrepancies within 3 business days
- Maintained digital financial records using QuickBooks, reducing file retrieval times by 30% and improving audit preparation efficiency for the 3-person team
- Prepared monthly financial summaries for 4 department managers, incorporating budget vs. actual comparisons and variance commentary
- Coordinated vendor payment communications for 40+ suppliers, resolving invoice disputes within 48 hours and maintaining positive supplier relationships
- Supported year-end close by organizing 12 months of transaction documentation, reducing the external audit preparation window by 2 days

Bookkeeper

Mountain View Enterprises , Denver, CO | January 2017 – May 2019

- Recorded daily financial transactions for \$1.5 million in monthly business activity, maintaining compliance with company policies and 99% accuracy across 2-year tenure
- Managed vendor communications for 20+ supplier accounts, resolving invoice disputes and payment clarifications within 24-hour response standards
- Prepared monthly financial summaries for management review, incorporating key expense trends and cash flow projections
- Assisted in reconciling 15 accounts monthly, catching and correcting 10-15 discrepancies per cycle before month-end reporting

CERTIFICATIONS

- QuickBooks Certified User , Intuit , October 2018
- Accounting Fundamentals Certificate , CFI, February 2019