



Joseph Anderson

Accounting Clerk

Senior accounting clerk with 6 years handling payables, receivables, and month-end close for mid-sized distributors and nonprofits. Owns full-cycle vendor payments, three-way match, and bank reconciliations across multiple entities. Known for cleaning up messy vendor files and closing the books two days earlier than the prior team.

CONTACT INFORMATION



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Providence, RI 12345

KEY SKILLS

- Sage Intacct
- QuickBooks Enterprise
- NetSuite (basic)
- Excel (XLOOKUP, pivot tables, conditional sum formulas)
- Three-way match and purchase order reconciliation
- 1099 vendor tax form filing
- Bank and lockbox reconciliation
- Electronic payments and positive pay
- Journal entries and accruals
- Vendor master data cleanup

PROFESSIONAL EXPERIENCE

Senior Accounting Clerk | Blackwater Marine Supply, Providence, RI
2021 - Present

- Process 400-600 vendor invoices per month across three legal entities in Sage Intacct; keep three-way match exception rate under 3%.
- Rebuilt the vendor master file, merged 214 duplicate records and flagged 11 inactive vendors still receiving electronic payments.
- Reconcile four operating bank accounts and two lockboxes weekly; catch coding errors before they hit the trial balance.
- Cut month-end payables close from six business days to four by pre-accruing recurring freight and utility invoices.
- Trained two junior clerks on 1099 workflow and W-9 collection; filed 187 forms with zero tax agency notices last cycle.

Accounting Clerk | Narragansett Community Health Alliance, Warwick, RI
2018 - 2021

- Handled AR posting and cash application for grant reimbursements and patient billing, roughly \$2.3M per quarter.
- Reconciled donor-restricted fund accounts monthly and flagged variances to the staff accountant.
- Prepared bi-weekly deposit reports and coded credit card receipts in QuickBooks Enterprise.
- Assisted the auditors during annual A-133 fieldwork by pulling invoice samples and payroll allocations on request.

EDUCATION

Associate of Science in Accounting, Community College of Rhode Island,
2018

Certified Bookkeeper (CB), American Institute of Professional Bookkeepers,
2022