

Ashley Garcia

Accounting Clerk

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Two years of payables and data-entry experience in a mid-sized manufacturing office. Comfortable with high-volume invoice coding, vendor calls, and monthly bank reconciliations in QuickBooks and Excel. Looking to grow into a full-cycle vendor payments role.

PROFESSIONAL EXPERIENCE

Accounting Clerk | 2022 – Present

Rowan Ridge Millworks, Chattanooga, TN

- Enter and code 250-320 vendor invoices weekly in QuickBooks Desktop; match against POs and packing slips.
- Run the Thursday check and electronic payment batch, average 78 payments totaling around \$92,000.
- Reconcile petty cash and two credit card statements at month-end and route variance memos to the staff accountant.
- Answer vendor calls about payment status and resolve short-pay disputes without escalating to the controller.

Accounts Payable Intern | Summer 2022

Sequatchie Valley CPAs, Chattanooga, TN

- Sorted and scanned client vendor invoices into Bill.com for four small-business bookkeeping clients.
- Built a simple Excel tracker for 1099 vendor W-9 status that the firm still uses.
- Shadowed staff accountants during bank reconciliations and month-end close.

EDUCATION

Associate of Applied Science in Accounting, Chattanooga State Community College, 2022

KEY SKILLS

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|---------------------------------|--------------------------------------|
| • QuickBooks Desktop | • Bill.com |
| • Excel (VLOOKUP, pivot tables) | • Invoice coding and three-way match |
| • Bank reconciliation | • Petty cash reconciliation |
| • Vendor communication | • 10-key by touch |
| • W-9 collection | |