

[First Last Name]

[City, State] | [email@example.com] | [(123) 456-7890] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **Bookkeeper** with [X+] years of experience managing full-cycle bookkeeping, reconciliations, and financial reporting for [small businesses/SMEs]. Proven ability to maintain accurate ledgers, streamline accounting processes, and support timely month-end close. Proficient in [QuickBooks/Xero] and Excel, with a strong focus on compliance, data integrity, and clear communication with non-financial stakeholders.

EXPERIENCE

[Senior Bookkeeper] | [ABC Professional Services, Inc.]

[Month Year] – Present | [City, State]

- Managed full-cycle bookkeeping for [X+] small business clients, including accounts payable/receivable, bank and credit card reconciliations, and general ledger maintenance using [QuickBooks Online] and [Excel].
- Prepared monthly financial statements, cash flow summaries, and custom management reports, improving client visibility into performance and supporting [X%] faster decision-making for key stakeholders.
- Implemented standardized workflows for data entry, document management, and reconciliation review, reducing month-end close time by [X%] and decreasing posting errors by [X%].

[Bookkeeper] | [XYZ Retail Group]

[Month Year] – [Month Year] | [City, State]

- Maintained day-to-day accounting records for a [multi-location retail operation], including sales postings, inventory-related entries, vendor bills, and customer payments in [Xero/QuickBooks Desktop].
- Performed weekly bank, merchant services, and petty cash reconciliations, promptly investigating discrepancies and resolving issues to ensure accurate reporting and audit-ready records.
- Assisted with payroll preparation, sales tax filings, and year-end support for external CPAs by organizing documentation, preparing trial balances, and responding to information requests within agreed timelines.

EDUCATION

[Associate Degree in Accounting] | [Community College Name]

[Month Year] – [Month Year] | [City, State]

- Relevant coursework: [Financial Accounting], [Managerial Accounting], [Payroll Accounting], [Business Math], [Spreadsheet Applications].

[Bookkeeping/Accounting Certificate] | [Training Institute or Online Program]

[Month Year] – [Month Year] | [City, State or Online]

- Completed focused training in [double-entry bookkeeping], [bank reconciliation], [accounts payable/receivable], and [accounting software usage].

SKILLS

Accounting & Bookkeeping: [General ledger maintenance], [Accounts payable/receivable], [Bank & credit card reconciliations], [Month-end close], [Financial statement preparation].

Software & Tools: [QuickBooks Online/Desktop], [Xero], [Excel (pivot tables, VLOOKUP)], [Google Sheets], [Payroll platforms], [Document management tools].

Compliance & Reporting: [Sales tax tracking], [Expense categorization], [Audit support], [Vendor and customer account management].

Data & Process Management: [Data entry accuracy], [Record retention], [Process documentation], [Workflow optimization].

Communication & Collaboration: [Explaining financials to non-accountants], [Vendor and client communication], [Cross-functional collaboration with operations and tax advisors].

Organization & Time Management: [Prioritizing multiple clients/books], [Meeting deadlines], [Managing recurring tasks and calendars].

Soft Skills: [Attention to detail], [Integrity and confidentiality], [Problem-solving], [Reliability], [Proactive follow-up].

PROJECTS

[Bookkeeping System Cleanup & Migration] | [Service-Based Business Client]

[Month Year] – [Month Year]

- Reviewed and cleaned [X years] of historical transactions, corrected misclassified expenses, and reconciled all bank and credit card accounts to bring books current and audit-ready.
- Migrated accounting records from [legacy system/Excel] to [QuickBooks Online/Xero], designed a new chart of accounts, and created standardized procedures for ongoing data entry and reconciliation.

[Monthly Reporting & Cash Flow Dashboard] | [Small Business Owner]

[Month Year] – [Month Year]

- Developed a recurring monthly reporting package in [Excel/Google Sheets] summarizing profit and loss, balance sheet highlights, and key expense trends for a [small service business].
- Built a simple cash flow tracking and projection tool using categorized bank data, enabling the owner to anticipate cash shortfalls and plan payments, reducing late fees and overdrafts.