

# ROBERT SMITH

## Accounting Technician II

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### SUMMARY

To apply the knowledge gained through a Bachelor's Degree of Science in Integrated Health Studies with a concentration in health sciences to a department that will allow me to enhance and utilize my skills and education.

### CORE COMPETENCIES

Word, Excel, outlook, Power point

### PROFESSIONAL EXPERIENCE

#### Accounting Technician II

ABC Corporation - June 2011 – March 2012

##### Key Deliverables:

- Responsible for accounts payable and accounts receivable transactions.
- Reconciling payments and deposits against property management properties. Reconciling company bank account.
- Properly record all funds to their proper accounts.
- Allocate payments that are received from clients for various properties.
- Make sure that all vendors receive their payments and enter payments into the general ledger.
- On a daily basis scanned and posted receipts using Neo!Works into Quickbooks.
- Reconcile payments and applicable documentation utilizing the automated accounting systems.

#### Accounting Technician

ABC Corporation - July 2006 – March 2008

##### Key Deliverables:

- Assumed responsibility for all payments received for collection vouchers and canceled check vouchers on a daily basis
- Handled data entry and general clerical tasks as needed
- Key Results Reviewed all incoming documents and data for validity, completeness, and correctness of accounting data for all clients
- Reconciled on average \$2Million and 300 checks daily
- Demonstrated the ability to fill in at a moments notice, quickly mastering new systems, processes, and workflows
- Responsible for accurately entering all incoming remittance and in house negotiable instruments into the Center Finance and Accounting Support System (CFASS) daily upon receipt.
- Respond to customers (employees and supervisors) via phone, e-mail and in-person.

# Accounting Technician Sample Papers

**Mocktime Publication**



## **Accounting Technician Sample Papers:**

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