

Tayvarn James

51 Westwood Drive
Baltimore, MD
000-000-0000
tayvarnjames@zzz.com

OBJECTIVE: Interested in a challenging position as an Accounting Clerk with a reputed organization where I can put to practice my accounting skills and further my career.

EXPERIENCE:

Baltimore Electrical Corp.

Accounting Clerk

Baltimore, MD

2008 to present

- Managed various accounting tasks as required by Senior accountant and Accountant Manager.
- Managed accounting cycle including posting entries to various accounting books, opening and closing accounts.
- Prepared monthly, bi-monthly, quarterly, half yearly and annual accounting reports and statements.
- Prepared entries for general ledger, accounts payable and accounts receivable books.
- Prepared sales invoice and various shipment related invoice
- Managed written correspondence with various clients and vendors.
- Maintained and updated records for check collection.
- Prepared a weekly check reconciliation and disbursement report.
- Solving accounting related issues with the help of established organizational policies and regulations
- Performing mathematical calculations with semi-automated systems and ascertaining the exactness and correctness of it

EDUCATION: State University of Massachusetts

Masters of Business Administration

Carlisle, MA

Currently Pursuing

State University of Massachusetts

Bachelors of Science in Accounting

Carlisle, MA

2005

REFERENCES: Available upon request