**Reginald Talisman**

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(029) 910-0009, Email

**OBJECTIVE:**Seeking an **Accounts Clerk** position with \_\_\_\_. utilizing extensive experience in managing accounting systems of a large firm. Offering a strong attention to detail and skills in managing computerized accounting systems.

**KEY QUALIFICATIONS**

• Over six years’ extensive experience working as an Accounts Clerk
• Highly skilled in managing both accounts receivable and payable effectively
• Hands on experience in billing and collection activities
• In depth knowledge of monthly bank reports and general ledgers
• Proficient in preparing cash receipts and managing delinquent accounts
• Adept at using a number of accounting software

**PROFESSIONAL EXPERIENCE**

**Bentley Bees – Meridian, MS                                                   Jul 2006 – Present
Accounts Clerk**

• Provide accounting and clerical support to accounts department
• Maintain accounting documents files
• Verify and post details of business transactions
• Prepare bank account deposit documents
• Complete end of month closing procedures
• Reconcile revenue reports
• Provide assistance in payroll, funds expenditure and budget preparation

Major Accomplishments
• Established a system of managing payment performance issues in accordance to producer activities
• Introduced a dedicated online accounting system in order to manage accounts receivable and payable more efficiently

**Phoenix Life Insurance Company – Meridian, MS                           Dec 2005 – Jul 2006
Accounting Intern**

• Recorded Journal entries
• Assisted with accounts payable, receivable
• Assisted with month end reconciliations such as general ledger, bank statement and corporate credit cards
• Performed data entry and filing work

**EDUCATION**

Meridian City University – 2005
Bachelor of Business Administration
Majors: Accounts and Finance
GPA: 3.7

**ADDITIONAL SKILLS AND CAPABILITIES**

• Interpersonal effectiveness
• Good attention to detail
• Excellent teamwork abilities
• Ability to analyze and interpret
• Excellent organizational and communication skills
• Technology savvy