**Reginald Talisman**

90 Bunk Newell Road, Meridian, MS 66645  
(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