

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
Accounts Clerk

Jul 2006 – Present

- 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
Accounting Intern

Dec 2005 – Jul 2006

- 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