



Kara Taylor

ASSISTANT BOOKKEEPER

+1 545 745 6575

karataylor@email.com

United States, Tyler, TX

SKILLS

Proficient in QuickBooks, Microsoft Excel	Expert
Understanding of Accounting Principles	Expert
Organizational and Time Management skills	Expert
Ability to Handle Confidential Information	Expert
Accounts Payable/Receivable	Expert
Cash Flow Management	Expert
Bank Reconciliation	Expert
Tax Preparation	Expert
Journal Entries	Expert
Financial Reporting	Expert

PROFESSIONAL SUMMARY

Detail-oriented and highly organized Assistant Bookkeeper with 2 years of experience in managing financial records, reconciling accounts, and providing administrative support. Proven ability to maintain accurate financial records, prepare reports, and ensure compliance with financial regulations.

EXPERIENCE

June 2023 - Now

Assistant Bookkeeper

Tyler Financial Services / United States, Tyler, TX

- Assist in maintaining accurate financial records for over 50 clients.
- Perform daily data entry for accounts payable and receivable.
- Reconcile bank statements and corrected discrepancies.
- Prepare and issued invoices, managed billing cycles, and processed payments.
- Assist with month-end and year-end closing procedures.
- Draft financial reports and summaries for senior accountants.
- Provide administrative support including answering phones, managing emails, and scheduling meetings.

April 2022 - May 2023

Bookkeeping Intern

Smith & Co. Accounting / United States, Tyler, TX

- Supported senior bookkeepers in managing client accounts.
- Assisted in the preparation of financial statements and tax documents.
- Conducted data entry and maintained updated records in accounting software.
- Participated in auditing processes and ensured compliance with financial regulations.
- Communicated with clients to resolve billing issues and discrepancies.

EDUCATION

2019 - 2023

Associate of Applied Science in Accounting

Tyler Junior College / United States, TX

Certified Bookkeeper (CB)

American Institute of Professional Bookkeepers, August 2022