## SOM

# **SARAH MILLER**

## Accounting Assistant







## Education

#### **Bachelor's Degree in Accounting**

2016 - 2020

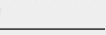
United States, University of Illinois at Chicago

#### **Certified Bookkeeper**

American Institute of Professiona-I Bookkeepers (AIPB), Certification Date: July 2021

## Skills

Data entry and financial recordkeeping



Bank reconciliation and financial reporting

(QuickBooks, Xero, SAP)



Accounts payable and receivable management



Payroll processing



Tax preparation assistance



## Professional summary

Detail-oriented and highly organized Accounting Assistant with over 5 years of experience supporting senior accountants and assisting with daily financial operations. Expertise in managing records, reconciling accounts, and performing accurate data entry.

## Experience

#### Greenfield & Co.

June 2021 - Now United States, Chicago, IL

## Accounting Assistant

- Assist in the preparation of financial reports and balance sheets for senior accountants.
- Reconcile bank statements and prepare journal entries to ensure the accuracy of financial data.
- Manage filing and documentation of financial records and ensure timely audits.
- Assist in the preparation of tax documents and compliance filings, ensuring alignment with regulations.
- Support month-end and year-end closing procedures.

#### Clark & Johnson LLP

September 2020 - May 2021

United States, Chicago, IL

### Accounting Intern

- Supported daily accounting operations by maintaining financial spreadsheets and preparing reports.
- Assisted with managing payable and receivable accounts transactions.
- Processed invoices, checks, and bank transactions, ensuring accuracy in financial records.
- Conducted research and provided administrative support during audit preparation.