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SARAH MILLER

Accounting Assistant



(312) 555-1234



sarah.miller@gmail.com



Chicago, IL, United States

Education

Bachelor's Degree in Accounting


2016 - 2020


United States, University of Illinois at Chicago


Certified Bookkeeper


American Institute of Professional Bookkeepers (AIPB), Certification Date: July 2021


Skills


Data entry and financial recordkeeping 

Bank reconciliation and financial reporting 

Knowledge of accounting software (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.