**TAYLOR BLOOM**

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**BOOKKEEPER**

Self-motivated individual with ability to develop efficient systems for precise accounting of financial transactions. Proficient in mathematics and statistics, highly organized, and a self-starter. Expertise in producing accurate and reliable financial statements..

Quickbooks | Payroll Accounting | MS Office | Xero | Accounts Payable | Accounts Receivable | Multitasking | Attention to detail | Invoicing | Error Detection | Tax Calculations | General Ledger | Debits and Credits | Financial Statements

**WORK EXPERIENCE**

**Smithington Corp., St. Louis, MO • Full-Charge Bookkeeper • (06/2018) - Present**

Work with high-net-worth clients, well-organized, and comfortable dealing with financial data. Responsible for overseeing the accounts payable and receivable, processing payroll, and conducting other tasks related to finance.

* Track expenses, budget, taxes, cash flow, receipts, and other financial dealings of clients
* Provide regular financial reports (weekly, monthly, and yearly)
* Monitor accounts payable and receivable
* Ensure timely processing of payroll

**Heathering Specialists, LLC, St. Louis, MO • Accounting Assistant • (01/2016 - 06/2018)**

Responsible for performing accounting and administrative duties. Support business growth and accounting department by preparing business books and working with payroll and tax.

* Process income and expense statements
* Perform administrative support functions and tax support functions
* Handle monthly and quarterly reports as well as client contact information

**Builders, Inc., St. Louis, MO • Assistant Bookkeeper • (08/2013 - 12/2015)**

Assist with accounts receivable and accounts payable. Fosters an environment that is organized, efficient. Works in a fast-paced and timely manner.

* Conducts bank/brokerage statement reconciliation
* Data entry and coding of financial transactions
* Accounts receivables,accounts payables and invoicing
* Creates reports for quarterly and year-end tax preparation

**EDUCATION AND CERTIFICATIONS**

University of Missouri, Columbia, MO • Associate Degree in Accounting

(2013)