

Functional Resume Sample

John Smith
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OBJECTIVE

To secure a position as an Accounting Manager

RELEVANT SKILLS & EXPERIENCE

Accounts Payable/Receivable

Audited documents to include expense reports, invoices, and check requests for payment

Documented "proofed" checks and moneys from deposit and coordinated with other departments

to resolve problems with checks that failed to clear

Maintained total outstanding payable balance, including collection of outstanding credits

EMPLOYMENT HISTORY

Accounting Clerk , Bell & Rust Accountancy Santa Barbara , CA 01/2007-Present

EDUCATION & TRAINING

B.A. Business Economics, Accounting Emphasis, University of California, Santa Barbara, CA, 2005-2007

A.S. Accounting, Santa Barbara City College, Santa Barbara, CA, 2003-2005