

Kate Smith

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Finance Assistant

Accounting qualifications, NIA accreditation, Microsoft Office certification
7+ years accounting experience in industry and public practice

Professional Experience

ABC Corporation (Sydney) Assistant to the Treasurer Oct 2007 to PRESENT	Responsible for debtors and creditors ledgers. Issued company invoices and tracking of slow payments with the ageing report. Paid suppliers invoices on time. Prepared data for BAS statements. Performed bank reconciliation with MS Excel
DEF Systems (Sydney) Payroll Manager Jan 2004 to Sep 2007	Administered the automated scheduling and payroll computation of 300 field employees. Assisted management with insurance and awards claims. Kept employee records up to date.
Zaffa Partners (Sydney) Accounting Assistant Jun 2002 to Dec 2003	Clerical work and data entry in a public accounting practice Exposure to wide range of clients from sole traders to multi-branch operations. Corresponding by phone/fax/email to chase missing or incorrect documents
GHI Accountancy Systems (Atlanta USA) Assistant Finance Officer Mar 1990 to Dec 1993	Managed daily financial transactions related to accounts receivable, accounts payable, bookkeeping, payroll and client service assistance.

Educational and Professional Credentials

Australian Institute of Management (Sydney) Jul 2007 to Sep 2007	Entreprise Resources Planning course
Australian Institute of Management (Sydney) Feb 2000 to Dec 2000	MS Office productivity course
National Institute of Accountants (Sydney) Feb 1993 to Nov 1995	full membership
College of Arts & Technology (Houston) Feb 1988 to Nov 1989	Certificate on Advanced Accounting and Systems Development
University of Texas (San Antonio) Sep 1986 to	Bachelor of Science in Accounting

Summary

Accounting is an ever changing world where you have to keep up with new regulations.
Customers look up to you for good service and advice.
I get great satisfaction out of looking after them to the best of my abilities.