

JANET MITCHELL

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OBJECTIVE

An Accounting position.

SUMMARY

Thirteen years Accounts Payable and Receivable experience. Daily audits and sales reports. Budgeted, billed, and processed payments. Processed timesheets and prepared W2 Statements. Entered information into industry-specific software.

QUALIFICATIONS

- Set up computer for Accounts Payable/Accounts Receivable and computed simple interest.
- Collected payments in the form of cash, checks, credit cards, ATM cards, and food stamps.
- Counted and calculated percentage of inventory to sales.
- Prepared daily audits and sales reports; updated depreciation amounts.
- Maintained Accounts Receivables and entered information into computer.
- Budgeted dollars available for banquets and awards.
- Processed monthly statements; verified petty cash.
- Billed individual cases.
- Compared invoices with order forms and assigned account numbers.
- Processed timesheets; prepared W-2s.

EDUCATION

B.S. in Accounting; Robert Morris College, Corapolis, PA

A.A.S. in Data Processing and A.A.S. in Liberal Arts; Westmoreland County Community College,
Youngwood, PA

EMPLOYMENT HISTORY

Account Receivable Clerk, Liken's Temporary, Pittsburgh, PA (2000-Present)

Bookkeeper/Office Clerk, Greyhound Post Office, Pittsburgh, PA (1999-2002)

Inventory Clerk, Liken's Temporary, Pittsburgh, PA (1996-1999)