



# ESSEX TEMPORARY SERVICES INC

Established 1966

1501 Broadway New York, NY 10036 • (Tel) 212-391-1515 / (Fax) 212-352-3624

**For further assistance call The Essex Companies at 212-391-1515**

ET 328535

Dedicated Accountant/Bookkeeper with multiple years of experience as staff accountant and full charge bookkeeper. Certified Bookkeeper with degree in Accounting. Expertise in diverse reporting, tax, payroll, A/R and A/P functions. Excellent communication skills. Self-motivated, flexible and a team player. Highly ethical and dependable. Proficient in QuickBooks, Excel, Word, PowerPoint, Access.

Authorized to work in the US for any employer

## Work Experience

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### **Full charge Bookkeeper**

CORONA READY MIX, INC - Corona, NY

September 2011 to Present

Accounts payable and accounts receivable processing

- Code and enter vendor and expense invoices, run checks, bill customers and clients, and prepare bank deposits, ensuring that the correct general ledger accounts are debited or credited accordingly.
- Process employee timesheets, run payroll checks and prepare monthly and quarterly tax returns.
- Handles all of a company's banking needs, including reconciling monthly bank statements and monitoring cash flow.
- Prepare reports and summaries for management
- Prepare financial statements generally for CPA review
- Maintain complete filing system to support financial records

### **Payroll Bookkeeper**

VANGUARD TEMPORARIES, INC - New York, NY

June 2009 to November 2009

Verified hours worked, non-worked hours, pay adjustments, and enters information into payroll system. Makes any necessary adjustments before issuing payroll report. Processes information to generate employee paychecks.

- Reviewed timesheets, worksheets and other documents to detect and reconcile discrepancies.
- Recorded, maintained, and audited employee information in the payroll system such as exemptions, payroll deductions, and employee changes (status, classification, address, marital status, transfers, resignations, terms, etc.).
- Calculated and forwarded tax withholdings to federal and state agencies.
- Prepared periodic reports of earnings, taxes and deductions.
- Assisted employees by answering questions and concerns regarding payroll and benefits

### **Accounting Clerk**

TARR TECHNOLOGIES - New York, NY

March 2009 to May 2009

Reconciled previous and current Bank and Credit Card Statements.

- Verified and Posted details of business transactions such as funds received and disbursed.

- Performed various other functions as needed by the firm.

### **Stock Associate /Cahier**

DUANE READE - New York, NY  
2007 to 2009

Process incoming and outgoing freight, compile and maintain order records, and receive supplies and equipment.

- Process all sale transactions by receiving payment by cash, check, credit cards, vouchers, or automatic debits.
- Process merchandise returns and exchanges.
- Register customers for the Dollar Reward Savings Club card.
- Answer customers' questions, and provide information on procedures or policies.

### **Teller**

CHASE BANK - New York, NY  
2007 to 2007

Recruited to perform quality financial transactions for bank clients.

- Ensured the safety and security of client and bank assets by complying with policies, procedures, and regulatory requirements
- Processed deposits, withdrawals, payments, foreign currency, and credit card transactions.
- Recognized opportunities to make sales referrals to branch staff.

### **Tax Associate**

H&R BLOCK - Woodside, NY  
2006 to 2007

Prepared numerous individual tax returns.

- Interacted with clients to gather information, ask questions, and determine appropriate tax strategies.

### **Staff Accountant**

ARMADA MIGUEL AND ASSOCIATES - Iloilo City  
2002 to 2006

Performed diverse accounting and bookkeeping functions for up to 10 small business clients including doctors, CPAS, and retail and construction businesses.

- Communicated with clients to gather information, prepare financial statements, and report on results.
- Maintained financial records, general ledgers and journals, balance sheets, income statements, cash flow statements, and balance reports.
- Assisted with payroll, tax processing, accounts receivable and accounts payable.
- Prepared business and individual income tax returns.

BANKING & TAX EXPERIENCE

## Education

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**Core: Credential of Readiness in Accounting, Economics and Business Analytics**

HBX Harvard Business School  
2017

**Bookkeeping Certificate**

New York University, School of Continuing and Professional Studies  
2008

**Income Tax Course**

H & R Block  
2006

**Bachelor's in Accounting**

Colegio de San Jose - Iloilo City  
2003