




SAMUEL THOMPSON


ACCOUNTING CLERK

CONTACT

s.thompson@email.com 

(123) 456-7890 

Memphis, TN 

[LinkedIn](#) 

EDUCATION

Associate in Science (AS)

Accounting

City College of San
Francisco

September 2011 - April 2015

San Francisco, CA

SKILLS

Xero

LibreOffice Calc

Oracle Hyperion

BambooHR

QuickBooks Online

Concur

TaxAct

Microsoft Power BI

CERTIFICATIONS

Certified Accounting
Technician (CAT)

WORK EXPERIENCE

Accounting Clerk

AutoZone

September 2021 - current / Memphis, TN

- Improved data accuracy and speeded up the month-end closing process by managing financial records using QuickBooks Online
- **Administered payroll processing for 220+ employees** using BambooHR and ensured accuracy and on-time completion
- Assisted in the annual audit process, contributing to a smooth and swift audit with zero discrepancies found in assigned areas
- Completed the timely filing of tax returns using TaxAct and avoided any penalties while ensuring compliance

Receivable Clerk

FedEx Corporation

June 2018 - August 2021 / Memphis, TN

- **Improved cash flow by speeding up payment collection** by 21% by using Xero for accounts receivable management
- Employed LibreOffice Calc for the creation of monthly financial reports and reduced data generation time by 38%
- Ensured accurate record-keeping and quicker reimbursements by leveraging Concur to manage 175+ employee expenses
- Used Oracle Hyperion to analyze customer payment patterns, aiding in the development of effective collection strategies

Data Entry Clerk

Wells Fargo

May 2015 - May 2018 / San Francisco, CA

- Conducted daily quality assurance checks that **dropped errors by 41% and improved data accuracy**
- Organized and streamlined data entry tasks using advanced Excel functions to enhance productivity
- Assisted with database migrations via Oracle Hyperion, enabling seamless transitions with no downtime
- Managed the secure disposal of outdated physical records in compliance with data privacy regulations