**Roman Arkell**

**Accounting Clerk**

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**Summary**

Professional accounting clerk with 3+ years of experience providing accounting support. Seeking to provide my accounting skills at scanx incorporation. At Spire Impulse, streamlined the AP process to reduce un-invoiced total from over 50% to 12%.

**Experience**

***Accounting Clerk***

Spire Impulse

Aug 2018–Jan 2020

***Key Qualifications & Responsibilities***

* Processed accounts payable and receivable, prepared accounting reports, investigated and resolved account discrepancies.
* Reduced reconciliation discrepancies by 35% through better QuickBooks use.
* Processed 50+ vendor invoice payments on a weekly basis.
* Performed weekly check runs for 230+ vendors.
* Processed payroll and benefits for 450 employees biweekly.

***Key Achievement:***

* Reduced un-invoiced total from over 50% to below 12% average during the first 90 days.

***Accounting Clerk***

Fund Alpha

June 2017 to July 2018

* Maintained records for 70+ clients, including ledger accounts.
* Assisted with year-end 1099 reporting and maintained W-9 files.
* Post billing statements to over 100 accounts.

***Finance Lecturer***

Virtuoso College

May 2015 to May 2017

* Helped place more than 10 students in new startups.
* Presented accounting and finance lectures for 2 years.
* Assisted college in setting up accounts department.

**Education**

**BS in Financial Accounting, Boston University**

2011-2015

* Excelled in finance & accounting coursework.
* Worked in a team of 20+ students to start a small food business within university with success.

**Skills**

* Accounting
* Finance
* Intuit QuickBooks
* Payroll
* Bookkeeping
* Detail Oriented
* Ethics
* Interpersonal Skills

**Additional Activities**

**President, Lynn Business Society**

* Lead bi-monthly business seminars.
* Arrange 2 business tours per year.

**Co-Author, Finance Research Paper**

* Assisted teacher in writing finance research paper published in the *Quarterly Journal of Economics*
* Gathered data from top 10 companies in Boston.