

# Doris Michas

Accounting Clerk

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## Education

### Associate of Applied Science in Accounting at Wake Technical Community College, Raleigh, NC

Sep 2017 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Cost Accounting, Auditing, Business Law, and Finance.

## Links

[linkedin.com/in/dorismichas](https://www.linkedin.com/in/dorismichas)

## Skills

QuickBooks proficiency

Excel mastery

Data entry accuracy

Financial analysis

Reconciliation expertise

Payroll processing

Invoice management

## Languages

English

Dutch

## Hobbies

1. Solving puzzles and brain teasers

## Profile

Results-driven Accounting Clerk with 1 year of experience, adept at supporting daily accounting operations, maintaining accurate financial records, and streamlining processes. Demonstrated proficiency in financial reporting, account reconciliation, and data analysis. Committed to ensuring accuracy and efficiency while adhering to strict deadlines and regulatory requirements. Excellent communication and collaboration skills, allowing for seamless teamwork and client relations.

## Employment History

### Accounting Clerk at RSM US LLP, NC

Feb 2023 - Present

- Successfully streamlined the monthly financial closing process, reducing the time taken by 25% and saving the team 10 hours of effort each month.
- Implemented a new accounts payable system that improved efficiency by 15% and reduced invoice processing errors by 30%, leading to increased accuracy and cost savings for the company.
- Identified and resolved a critical accounting discrepancy in a client's financial statements, which resulted in a \$50,000 adjustment and helped the client avoid potential financial penalties.
- Assisted in the preparation and completion of annual audits for five major clients, ensuring compliance with all regulatory requirements and receiving positive feedback from both clients and senior management for the quality and timeliness of the work.

### Junior Accounting Clerk at Cherry Bekaert LLP, NC

Jul 2022 - Dec 2022

- Successfully reconciled over 50 client accounts on a monthly basis, reducing discrepancies by 80% and improving overall account accuracy.
- Streamlined the accounts payable process, resulting in a 30% reduction in processing time and increasing efficiency within the department.
- Assisted in the preparation of 100+ financial statements for small businesses, ensuring compliance with GAAP and relevant tax regulations.
- Identified and resolved \$25,000 worth of accounting errors during a company-wide audit, preventing potential financial risks and maintaining the firm's reputation for accuracy and professionalism.

## Certificates

### Certified Bookkeeper (CB)

Mar 2022

### Certified Payroll Professional (CPP)

May 2020

## Memberships