

# Natallie Coxe

## Accounting Technician

Detail-oriented Accounting Technician with 2 years of experience in managing financial transactions, reconciling accounts, and ensuring compliance with accounting standards. Proficient in financial software and data analysis, with a strong focus on accuracy and efficiency. Adept at streamlining financial processes, identifying discrepancies, and providing timely solutions to maintain strong financial records. Demonstrated ability to work well in fast-paced environments while adhering to strict deadlines and maintaining a high level of professionalism.

[natallie.coxe@gmail.com](mailto:natallie.coxe@gmail.com)

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### Education

Associate of Applied Science  
in Accounting Technology at  
Middlesex County College,  
Edison, NJ

Aug 2017 - May 2021

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Cost Accounting, Auditing, Accounting Information Systems, Payroll Accounting, and Financial Statement Analysis.

### Links

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

### Skills

QuickBooks proficiency

Excel mastery

Financial analysis

Tax preparation

Payroll management

Budget forecasting

Accounts reconciliation

### Employment History

#### Accounting Technician at Bookminders New Jersey, NJ

Mar 2023 - Present

- Successfully managed financial records for over 50 small business clients, ensuring accuracy and timely reporting of their financial data.
- Streamlined the accounts payable process for a major client, reducing payment processing time by 30% and saving the company \$20,000 annually.
- Identified and corrected a recurring \$5,000 monthly discrepancy in a client's financial statements, resulting in improved financial reporting and decision-making capabilities.
- Implemented a new accounting software system for a client, increasing efficiency and reducing manual data entry errors by 25%.

#### Junior Accounting Technician at Accounting Department Inc., NJ

Jul 2021 - Feb 2023

- Successfully managed accounts receivable for over 100 clients, leading to a 30% reduction in outstanding balances and improving cash flow by \$500,000 within six months.
- Streamlined the monthly financial close process, cutting the time required by 50% and increasing department efficiency.
- Identified and resolved a billing discrepancy worth \$250,000, resulting in substantial cost savings for Accounting Department Inc.

### Certificates

#### Certified Bookkeeper (CB)

Dec 2021

#### Certified Payroll Professional (CPP)

Jun 2020

### Memberships

Association of Accounting Technicians (AAT)

Institute of Certified Bookkeepers (ICB)