

Cole Lipomi

Bookkeeper Assistant

Profile

Detail-oriented Bookkeeper Assistant with 1 year of experience in supporting financial operations through accurate recording and tracking of transactions. Proficient in managing accounts payable and receivable, reconciling bank statements, and maintaining financial records. Adept at leveraging software tools to streamline processes and enhance reporting accuracy. Committed to ensuring timely and accurate financial reporting, contributing to the overall financial success of the organization.

Employment History

Bookkeeper Assistant at Peachtree Bookkeeping Services, GA

May 2023 - Present

- Successfully managed financial records for over 50 small businesses in the Atlanta area, ensuring accurate and up-to-date bookkeeping.
- Streamlined the account reconciliation process, reducing the time spent by 30% and increasing overall efficiency within the team.
- Assisted in the recovery of \$25,000 in outstanding accounts receivable, improving cash flow for clients and maintaining strong relationships with vendors.
- Implemented a new digital filing system for financial documents, reducing paper usage by 40% and increasing accessibility and organization for the entire team.

Junior Bookkeeper Assistant at Bulldog Accounting & Bookkeeping, GA

Sep 2022 - Mar 2023

- Successfully managed and reconciled accounts for over 50 clients, leading to a 98% accuracy rate and ensuring timely financial reporting for the company.
- Streamlined the invoicing process by implementing a new software system, resulting in a 20% reduction in time spent on billing tasks and a 15% increase in invoice accuracy.
- Assisted in the preparation of financial statements for year-end audits, contributing to a 100% compliance rate with GAAP standards and enabling the company to maintain its reputation for accurate financial reporting.

Education

Associate of Applied Science in Accounting at Savannah Technical College, Savannah, GA

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Cost Accounting, Financial Analysis, Accounting Information Systems, and Business Law.

Certificates

Certified Bookkeeper (CB)

Aug 2021

Details

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Links

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

Skills

QuickBooks proficiency

Excel expertise

Data entry accuracy

Financial analysis

Bank reconciliation

Accounts payable/receivable management

Tax preparation

Languages

English

Italian

Hobbies

Bullet journaling

Gardening

Photography