

## **JANET MITCHELL**

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### **OBJECTIVE**

An Accounting position.

### **SUMMARY**

Thirteen years Accounts Payable and Receivable experience. Daily audits and sales reports. Budgeted, billed, and processed payments. Processed timesheets and prepared W2 Statements. Entered information into industry-specific software.

### **QUALIFICATIONS**

- Set up computer for Accounts Payable/Accounts Receivable and computed simple interest.
- Collected payments in the form of cash, checks, credit cards, ATM cards, and food stamps.
- Counted and calculated percentage of inventory to sales.
- Prepared daily audits and sales reports; updated depreciation amounts.
- Maintained Accounts Receivables and entered information into computer.
- Budgeted dollars available for banquets and awards.
- Processed monthly statements; verified petty cash.
- Billed individual cases.
- Compared invoices with order forms and assigned account numbers.
- Processed timesheets; prepared W-2s.

### **EDUCATION**

**B.S. in Accounting;** Robert Morris College, Corapolis, PA

**A.A.S. in Data Processing and A.A.S. in Liberal Arts;** Westmoreland County Community College,  
Youngwood, PA

### **EMPLOYMENT HISTORY**

*Account Receivable Clerk*, Liken's Temporary, Pittsburgh, PA (2000-Present)

*Bookkeeper/Office Clerk*, Greyhound Post Office, Pittsburgh, PA (1999-2002)

*Inventory Clerk*, Liken's Temporary, Pittsburgh, PA (1996-1999)