



DENISE

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Journal Entries
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Account Reconciliation
- Bank Reconciliation
- Financial Reporting
- Invoice Processing
- Invoice Issuance
- Payment Processing
- Vendor Payment Management
- Accounts Analysis
- Month-End Closing Support
- Aging Report Preparation
- Purchase Journal Management
- Project Cost Reporting
- Tax Remittance Preparation
- Email Management
- Financial Documentation Management
- Analytical Thinking
- Problem Solving
- Attention to Detail

TOOLS

- Zoho CRM
- Xero
- Genesis HRM
- QuickBooks
- Microsoft Excel
- Microsoft Office Suite

Results-driven Bookkeeper with 3+ years of experience specializing in accounts payable, accounts receivable, bank reconciliation, and financial reporting across hospitality and international business environments. Proven track record of processing high-volume invoices with accuracy, managing partner accounts, reconciling financial records, preparing month-end reports, monitoring receivables to improve cash flow, and ensuring compliance with accounting standards and financial procedures. Brings strong expertise in QuickBooks, Xero, account reconciliation, financial reporting, Microsoft Excel, and CRM systems, helping organizations maintain accurate financial records, streamline accounting processes, and support informed business decisions.

WORK EXPERIENCE

ACCOUNTS RECEIVABLE CLERK

AECC | September 2024 – June 2026 (1 Year, 10 Months)

- Prepared and issued partner invoices, reconciled accounts, monitored outstanding receivables, followed up on collections, maintained accurate financial records, and managed professional communication with over 100 partners across the United States and Canada while supporting internal and external financial reporting.

ACCOUNTS PAYABLE ACCOUNTANT – TEAM LEAD

The Forest Lodge | June 2023 – May 2024 (1 Year)

- Reviewed and processed high-volume accounts payable vouchers, scheduled supplier payments, generated accounts payable aging schedules, purchase journals, and project cost reports, prepared monthly and quarterly tax remittances, and ensured compliance with month-end accounting procedures.

ACCOUNTING ASSISTANT

The Forest Lodge | October 2022 – May 2023 (8 Months)

- Assisted the Finance Department with invoice processing, maintained organized accounts payable documentation and check voucher records, supported invoice approvals, and provided administrative and operational support for daily accounting activities.

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