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Canada

Mark Thompsons

Accounting Assistant

Objective To find an accounting assistant job in a small company

Profile

- 8 years' general accounting experience
- Maintained complete records to balance
- Proficiency in manual and computerized bookkeeping systems
- Thorough, responsible
- Bilingual

Professional experience

2006–2002 Accounting assistant Company ZZZ, QC

SSII – Employees: 60 – Sales: CAD\$15 M

Duties:

- Responsible for general office administration and file management
- Answered requests for legal information from the public
- Entered and compiled data in electronic databases
- Organized meetings and conference calls
- Responsible for payroll, monthly remittances to Revenue Canada and monthly bank reconciliation
- Paid invoices and issued cheques
- Prepared periodic reports (records of employment, annual declaration, T4s, annual report)

2002–2000 Accounting assistant Company YYY, QC

Software publisher – Employees: 460 – Sales: CAD\$95 M

Duties:

- Kept purchasing and sales journal and cash book
- Settled accounts payable and followed up accounts receivable
- Managed comparative balance sheet
- Maintained manual staff records

- Checked customer balances
- Reconciled accounts receivable and payable
- Answered telephone calls

1998–2000

Accounting clerk

Company XXX, QC

Telecom – Employees: 550 - Sales: \$120 M

- Established customer invoices and financing plans
- Performed bank reconciliations
- Followed up delinquent accounts
- Entered journal entries and invoices
- Responsible for pre-processing, typing correspondence and technical documents

Education

1998 **Diploma of professional studies in accounting**

EMICA, Montreal, QC

**Language and
computer skills**

- Bilingual (English-French)
- Office Pack: very good proficiency in Excel
- Accounting software: Simply Accounting, Quick Books Pro2005, Fortune 1000 Acomba, Accpac, UFile

Other

2003–2006
Treasurer for Onigra (non-profit association)