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# Michelle Gracefield

## Accounting Technician

### Objective

To apply my knowledge in **accounting** in a **stimulating environment**

### Skills

- Knowledge of **complete accounting cycle**
- Bookkeeping, accounts payable and receivable
- Produce **reports** (GST, QST, DAS) and T4s, R1s
- Perform **bank reconciliation** and journal entries
- Telephone reception
- Excellent **interpersonal skills**
- Detail-oriented, **thorough**, organized
- **Analytical** skills and ability to see the big picture

### Education

- o July 2005 Certificate in **accounting for businesses**  
University of British Columbia
- o July 2004 **Diploma of professional studies** in accounting  
Vancouver Accounting Institute

### Language skills

- o **English:** Mother tongue
- o **German:** Second mother tongue
- o **Spanish:** Good proficiency

### Computer skills

- o Simply Accounting
- o Quick Books Pro2005
- o Fortune 1000 Acomba
- o Accpac
- o UFile
- o Office Pack: advanced Excel functions

### Experience

September–December 2006 Company ZZZ, AB  
**Accounting technician**

- Maintained and controlled accounting records
- Calculated production costs

- Took inventory
- Prepared invoices
- Controlled year-end records
- Assisted in compiling the budget
- Produced income tax returns
- Drafted reports on company finances

May–September 2004 Company YYY, BC

**Accounting clerk**

- Entered invoices
- Maintained accounts in accounting software
- Recorded and maintained accounts receivable and payable
- Performed account and bank reconciliations

2002-2004 Company XXX, BC

**Customer service officer**

- Answered customer calls
- Followed up customer requests
- Directed customers to the appropriate person
- Accepted or refused transaction requests

**Areas of interest**

- o **Sports:**  
Swimming – Semi-professional level
- o **Associations:**  
Active member of the team in charge of School-Business relations