

Amanda Peters *Bookkeeper*

📍 Richmond, CA

📞 650) 834-4957

✉ amp12181993@gmail.com

🌐 <https://www.linkedin.com/in/amanda-peters1/>

📄 Professional Summary

Detail-oriented Accounting Professional with 3 years of experience managing full-cycle Accounts Payable and Accounts Receivable functions. Skilled in invoice processing, reconciliations, payment application, vendor management, and month-end close support. Known for strong analytical skills, collaboration with cross-functional teams, and ensuring compliance with company policies and audit requirements.

📁 Professional Experience

- 02/2022 – 02/2025 **Bookkeeper; Credit Manager**
South San Francisco, CA *The Adam-Hill Company*
- Managed full-cycle accounts payable and receivable, ensuring accurate invoice processing, timely payments, and collections
 - Conducted bank and account reconciliations, ensuring financial accuracy and resolving discrepancies
 - Maintained the general ledger and prepared adjusting journal entries for month-end close
 - Evaluated customer credit applications, set credit limits, and monitored account activity to mitigate financial risk
 - Developed and enforced internal credit policies aligned with company goals and risk tolerance
 - Oversaw aging reports and implemented proactive collection strategies to improve DSO
 - Prepared and submitted financial statements, reports, and tax forms (1099's) in compliance with accounting standards
 - Collaborated with vendors and customers to resolve billing issues and disputes professionally
- 12/2018 – 12/2020 **Assistant Property Manager**
San Francisco, CA *The John Stewart Company*
- Collected rent payments and managed delinquent accounts, applying late fees or legal action when necessary
 - Maintained detailed records of tenant interactions, leases, service requests, and financial transactions
 - Generated financial and occupancy reports for management, ownership, or regulatory bodies
- 03/2016 – 12/2018 **Administrative Assistant**
San Francisco, CA *The John Stewart Company*
- Maintained confidential files, databases, and records to ensure easy access and regulatory compliance
 - Prepared and edited documents, reports, and presentations for internal and external use
 - Interfaced with vendors and service providers to coordinate deliveries and building services
- 01/2012 – 01/2015 **Pharmacy Associate**
Pacifica, CA *Rite Aid*

Certifications

Bookkeeping Certification [↗](#)

Intuit

Assets in Accounting [↗](#)

Intuit

Liabilities & Equity in Accounting [↗](#)

Intuit

Financial Statement Analysis [↗](#)

Intuit

Excel Skills for Business [↗](#)

Macquarie University

Foundations of Project Management [↗](#)

Google

Skills

Financial Reporting (GAAP)

Month-End & Year-End Close

Accounts Payable & Receivable

Bank Reconciliation & General Ledger

Credit Risk Analysis & Policy Development

Collections & Cash Flow Optimization

Tax Preparation (1099's)

Financial Systems

Excel (Advanced)

QuickBooks

Epicor Prophet

NetSuite

Coupa

Bill.com

AvidXchange

Paymode

PayTrace

Service First Processing