

# Barbara Webb

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Detailed oriented Full Charge Bookkeeper with 26 years of effectively maintaining accurate accounting information, preparation of financial statements and maintaining general ledger activity.

#readytowork

## Work Experience

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### **Full Charge Bookkeeper (Work at Home Part Time)**

Atlanta Safety Brake Service, Inc - Mableton, GA  
August 1994 to Present

Enter financial data into company accounting database, verify and reconcile  
Prepare financial statements and sales tax filings  
Manage invoices and bill payments  
Reconcile company bank accounts, line of credit account, vendor statements and credit card statements

### **Accounts Payable Specialist**

Elite Exhibits LLC - Flowery Branch, GA  
June 2004 to March 2020

Set up new Vendors  
Created purchase orders and receivers. When product or inventory was received matched receiver, purchase order and vendor invoice  
Processed vendor invoices, expense reports, per diem requests, travel advances, check request and reconcile business credit card statements  
Maintained and balanced petty cash  
Paid Vendors by check or online  
Processed inventory requisitions and balance inventory to general ledger  
Prepared, file and paid sales tax for Georgia and Nevada  
Accounts Payable accruals and deferrals for month end and reconciled various general ledger accounts

### **Full Charge Bookkeeper**

CPA Firm, Radio Station, Advertising Agency  
1994 to 2004

I worked as a Full Charge Bookkeeper for a variety of industries, such as a CPA Firm, Radio Station and Advertising Agency

## Education

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### **Associate in accounting**

Fort Steilacoom Junior College - Tacoma, WA  
September 1987 to June 1989

## Skills

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- Balance Sheets (10+ years)
- General Ledger (10+ years)
- Account Reconciliation (10+ years)
- Bank Reconciliation (10+ years)
- Profit and Loss Statements (10+ years)
- Accounts Payable (10+ years)
- Inventory (10+ years)
- Customer Service (8 years)
- QuickBooks (10+ years)
- Peachtree (10+ years)
- General Ledger Reconciliation (10+ years)
- Financial Statement Preparation (10+ years)
- Financial Report Writing
- Journal Entries (10+ years)
- Accounting
- Sage (10+ years)
- Accounts Receivable (10+ years)
- Data Entry (10+ years)
- Payroll (4 years)

## Assessments

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### **Accounting Skills: Bookkeeping — Highly Proficient**

March 2020

Calculating and determining the accuracy of financial data.

Full results: [Highly Proficient](#)

### **Accounting Skills: Bookkeeping — Highly Proficient**

March 2020

Calculating and determining the accuracy of financial data.

Full results: [Highly Proficient](#)

### **Principles of Accounting — Highly Proficient**

March 2020

Preparing financial records according to federal policies.

Full results: [Highly Proficient](#)

### **Accounting Skills: Bookkeeping — Highly Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: [Highly Proficient](#)