

Xiomara Baez
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EDUCATION

Herbert H. Lehman College - CUNY

Bachelor of Science, Accounting: Magna *Cum Laude*
GPA: 3.9

Bronx, NY
December 2014

Bronx Community College- CUNY

A.S. Business Administration, Accounting Option
GPA: 3.9

Bronx, NY
May 2011

RELATED EXPERIENCE

Lucky Star Brokers

February 2019-Present

Accountant Associate

- Gather financial data including invoices, bank statements and cash receipts
- Prepare bank reconciliation to ensure that cash amount in the accounting ledger is consistent with bank account balance
- Make journal entries for all gathered financial data and post it in the accounting system to update accounts balance
- Analyze liability and expense accounts to ensure proper posting into general ledger
- Create adjusting entries to update financial records
- Prepare monthly sales and expenses spreadsheet report
- Perform weekly payroll
- Prepare vendors payable report to write check
- Audit cash register transactions on a daily basis

St. Benedict's Day School

September 2014-February 2019

Bookkeeper & Teacher Assistant

- Created monthly invoices
- Handled bank reconciliations and account payable
- Aided in preparing payroll.
- Reviewed student registration forms, store corresponding records, and notify parents of missing documents.
- Assisted teachers in developing lesson plans that encourage student engagement by means of mentorship and group activity.

H&R Block

December 2014-April 2018

Income Tax Preparer

- Prepared federal and state individual income taxes.
- Conducted face-to-face interviews with clients to obtain additional information on taxable income, deductible expenses and allowances.
- Scheduled appointments
- Provided information to prospective and current customers, regarding tax regulations and future tax planning.

St. Benedict's Day School

June 2013 - August 2013

Administrative Assistant - Intern

- Updated inventory records to achieve school readiness.
- Reviewed student records and procured missing requirements per the NYS Department of Health. Finalized all documentation promptly by August 15th.
- Prepared invoices for the first month of classes. Archived receipts for early payments.
- Re-organized payment documentation corresponding to a two year period. Implemented a document storage procedure to prevent invoices and receipts from becoming scattered.

OTHER EXPERIENCE

New York Health Care

November 2004- August 2014

Health Care Aid

- Worked as a health care assistant
- Observed patient condition and reported any changes to the nurse's office

TECHNICAL SKILLS

- Proficient in Microsoft Word and Excel (Pivot Tables)
- Experience with QuickBooks, Drake and Peachtree
- Fluent in English and Spanish

HONORS & ACTIVITIES:

Golden Key International Honor Society, Lehman College