

Zaida Pecos

Bookkeeper

Profile

I have over 3 years of experience as a bookkeeper. I am extremely organized and detail oriented. I have a keen eye for discrepancies and enjoy working with numbers. I am very efficient in QuickBooks and Excel.

Employment History

Senior Bookkeeper at Bookkeeper Inc., AZ

Apr 2022 - Present

- Reduced the accounting department's monthly close by 3 days through process improvements.
- Cut Accounts Receivable outstanding balances by 10% through improved collections processes.
- Improved accuracy of monthly financial reporting to management by implementing new internal controls.
- Trained and developed 2 junior bookkeepers, reducing turnover in the department by 50%.
- Negotiated a 5% discount on annual office supply costs, resulting in \$12,000 in savings per year.

Bookkeeper at The Bookkeeper, AZ

Sep 2019 - Mar 2022

- Maintained up-to-date records of all financial transactions for the company.
- Processed invoices and coded purchase orders.
- Reconciled accounts payable and receivable.
- Generated monthly financial reports for management.
- Assisted in preparing annual tax return.

Certificates

Certified Bookkeeper (CB)

Mar 2021

Certified Public Bookkeeper (CPB)

Nov 2019

Memberships

American Institute of Professional Bookkeepers

National Association of Certified Public Bookkeepers

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📍 893 W Grant Rd, Tucson, AZ 85745

Education

High School Diploma at Pinnacle High School, AZ

Sep 2014 - May 2019

I've learned how to manage my time, how to study for exams, and how to do research.

Links

[linkedin.com/in/zaidapecos](https://www.linkedin.com/in/zaidapecos)

Skills

Bookkeeping

Accounts payable and receivable

Payroll processing

Financial statement preparation

Tax return preparation

QuickBooks experience

Auditing

Languages

English

Hindi

Hobbies

Sewing

Organizing

Crafting