

Michael Rhodes

Experienced Finance employee

Schenectady, NY 12309

rhodesmichael313@gmail.com

(518) 847-6887

Willing to relocate: Anywhere

Authorized to work in the US for any employer

SKILLS & EXPERIENCE

- Data entry
- Entry-level bookkeeping
- Cash Handling experience
- Reconciliations & General Ledger entries
- Experience with QuickBooks and Microsoft Excel
- Customer & Vendor Communications
- Detailed & Organized
- Proficient in Mathematics
- Creative Problem Solver / Strategist

WORK HISTORY

Accounting Clerk

Adirondack Tire

November 2017 to Present

- ❖ Bank Reconciliations
- ❖ General Ledger
- ❖ Payroll Processing
- ❖ Data Entry

Accounting Associate (Part-Time)

Jewish Family Services

September 2017 to November 2017

- ❖ Create Invoices
- ❖ Enter Payables
- ❖ Enter Cash, Checks & Credit Cards (Daily/Weekly)
- ❖ Calculate Time for Payroll

Accounting Clerk (Temp)

Cap Com FCU - Albany, NY

July 2017 to August 2017

- ❖ Reconcile various accounts (bank, credit card, home loan) in Microsoft Excel
- ❖ Compare bank statements to the General Ledger
- ❖ Make appropriate adjustments

Accounts Payable Processor

Albany Medical Center - Albany, NY

October 2015 to February 2017

- ❖ Process invoices, purchase orders, payroll and check requests for payment
- ❖ Enter all relevant data (prices, vendor numbers, product information)
- ❖ Batch, total and balance all invoices daily
- ❖ Open and sort all incoming mail

Bookkeeping Intern

Victoria Ragucci CPA - Schenectady, NY

August 2015 to September 2015

- ❖ Enter client information into QuickBooks & Microsoft Excel
- ❖ Maintained records of clients bank statements.
- ❖ Reconcile client's accounts against their monthly bank statements.
- ❖ Prepared financial statements for client's fiscal Years

EDUCATION**AAS in Accounting**

Schenectady County Community College - Schenectady, NY

2013 to 2016

- ❖ Dean's List 2013 & 2015
- ❖ President's List 2014

REFERENCES

Thomas M. Fattorusso, IRS Supervisory Special Agent. / Professor at SCCC
(518) 527-3044

Matthew Martin, Engineer at GE
(518) 878-2505

Evan Morrison, Von Roll
(518) 894-4604