

Marcus Delgado

BOOKKEEPER

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SUMMARY

Bookkeeper with 6 years of experience keeping the books for small businesses in QuickBooks and Excel. Handles accounts payable, accounts receivable, payroll and bank reconciliation for up to 12 clients at once, applying accounting principles so owners get clean statements by the 10th of each month.

SKILLS

Other Skills: Bookkeeping, QuickBooks, Accounts Payable, Accounts Receivable, Bank Reconciliation, Payroll, Sales Tax Filing, Accounting Principles, Excel, Attention to Detail

EXPERIENCE

Bookkeeper 02/2022 - Present
Alamo Small Business Accounting San Antonio, TX

Six-person firm providing full-charge bookkeeping to local small businesses.

- Maintain bookkeeping for **12** clients in QuickBooks, from restaurants to contractors, closing each month by the 10th.
- Complete bank reconciliation for 30+ checking and credit card accounts monthly, clearing every variance over \$5.
- Run biweekly payroll for 85 employees across 4 clients, including direct deposit and quarterly 941 returns.
- Handle sales tax filing for 7 retail clients with zero late penalties in 4 years.

Accounting Clerk 07/2020 - 01/2022
Mission Trail Auto Parts San Antonio, TX

Three-store auto parts retailer.

- Posted accounts payable for 250 vendor invoices a month and prepared weekly check runs.
- Applied customer payments to accounts receivable and sent past-due statements, cutting 60+ day balances by 22%.
- Reconciled daily cash deposits from 3 stores with close attention to detail, catching \$4,800 in posting errors in one year.

EDUCATION

Associate of Applied Science 05/2020
San Antonio College San Antonio, TX
Accounting

CERTIFICATES

QuickBooks Online ProAdvisor Certification
Intuit
2022