

Gia Scott

Accounting and Auditing Associate

📞 (812) 555-7634 ✉️ gia.scott@example.com

🌐 linkedin.com/example/giascott 📍 Bloomington, IN 47401

STRENGTHS

- 🔍 **Reconciliation judgment**
Traced unmatched ledger and bank items back to source records. Colleagues valued clear notes when unusual entries needed review.
- ✅ **Payment accuracy**
Compared invoices with purchase orders and receiving details before approval. That extra review caught discrepancies early and kept workflows moving.
- 🗨️ **Service communication**
Explained billing procedures in plain language for vendors, employees, and clients. People often left conversations knowing their next step.
- 📁 **Record organization**
Kept vouchers, statements, spreadsheets, and electronic support files easy to locate. Accountants could review work without retracing each transaction.
- ♥️ **Ethical focus**
Handled confidential financial information with care and consistent controls. Trust grew through accurate entries, honest escalation, and reliable follow through.

SKILLS

General Ledger Accounts Payable

Accounts Receivable

Invoice Review

Purchase Order Matching

Bank Reconciliation

Transaction Coding Cost Reporting

Revenue Reporting Microsoft Excel

Financial Spreadsheets

SUMMARY

Accounting professional with two years of experience supporting **transaction processing**, account reconciliation, invoice review, **accounts payable**, **accounts receivable**, and financial record accuracy in higher education and service environments. Handles receipts, disbursements, adjustments, refunds, charges, vouchers, checks, statements, and recurring reports with careful numerical review. Matches invoices with purchase orders, investigates discrepancies, codes financial data, reconciles bank activity and **general ledger** accounts, and maintains organized audit support. Communicates clearly with employees, vendors, clients, customers, and campus stakeholders about payment status and accounting procedures. Brings ethical judgment, dependable follow through, strong Excel skills, and comfort balancing recurring deadlines with changing priorities. Ready to contribute accurate records, thoughtful service, and collaborative problem solving within a diverse college community.

EXPERIENCE

Accounting Assistant

Campus Business Services 📅 October 2025 - Present 📍 Bloomington, IN

Supports accounting operations for a university service unit, managing transaction records, invoice workflows, reconciliations, payment questions, aging balances, and audit documentation. Works independently on recurring controls and collaborates with accountants, vendors, employees, and campus contacts to keep financial activity accurate and current.

- Verified **receipts**, **disbursements**, adjustments, and account activity before posting records for university service operations
- Matched vendor **invoices** with **purchase orders** and receiving records, resolving pricing and quantity discrepancies
- Reconciled monthly general ledger accounts, tracing unmatched entries and documenting corrections for accountant review
- Prepared **vouchers**, statements, payment records, and spreadsheets with **checks** for codes, dates, amounts, and references
- Answered vendor and employee questions about invoice status, procedures, and documentation using clear next steps
- Monitored payable and receivable balances, flagged aging items, and organized electronic files for audit review

Finance Office Assistant

Monroe Community Services 📅 June 2024 - September 2025 📍 Bloomington, IN

Supported a community services finance office through transaction **coding**, bank reconciliation, invoice review, cost reporting, payment preparation, and front line account service. Maintained dependable records and supporting files, then coordinated with staff, vendors, clients, and finance leadership when exceptions required research or approval.

- Coded receipts, refunds, service charges, and vendor expenses for accounting **spreadsheets** and database entry
- Reconciled bank activity with cash records, researching timing differences and missing support for manager review
- Reviewed invoices and purchase documents, obtaining corrected details before payment approval and processing
- Compiled monthly cost and revenue schedules from ledger data, checking totals against source documentation
- Prepared checks, payment support, account summaries, and filing records under consistent financial controls
- Answered billing and payment questions from **employees**, clients, and **vendors**, escalating exceptions for approval

Database Records

Analytical Review

Customer Service

Financial Recordkeeping

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Accounting Assistant at
Campus Business Services (11
Months)

● Finance Office Assistant at
Monroe Community Services
(1.2 Years)

PROJECTS

Campus Payment Records Review 📅 2024

Reviewed transaction records, invoice support, and reconciliation notes for a campus finance workflow. Organized source documents, compared account activity, and clarified exceptions with finance staff, creating a clearer path from transaction entry through payment review.

Community Finance Reporting Support 📅 2025

Compiled cost and revenue schedules from ledger information for recurring management reports. Checked totals, traced missing documentation, and prepared concise support that helped finance staff review current activity with confidence.

LEADERSHIP & AWARDS

- Recognized by finance colleagues for dependable transaction review and accurate supporting documentation.
- Commended for courteous service when resolving vendor, employee, client, and campus payment questions.

EDUCATION

Bachelor's Degree in Accounting

Indiana University Bloomington 🎓 GPA: 4.0 📅 2024 📍 Bloomington, IN

Coursework: Financial Accounting, Auditing, Managerial Accounting, Business Information Systems

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2024
- Bachelor's Degree in Accounting 📅 2024

TECHNICAL SKILLS

- **Accounting Records:** General ledger, account statements, financial records
- **Payables Processing:** Invoice review, payment approval, vendor payments
- **Receivables Processing:** Receivable balances, account inquiries, payment tracking
- **Reconciliation Tools:** Bank reconciliation, ledger reconciliation, discrepancy research
- **Transaction Systems:** Receipts, disbursements, adjustments
- **Purchasing Records:** Purchase orders, receiving records, invoice matching
- **Financial Reporting:** Cost reports, revenue reports, balance sheet information
- **Spreadsheet Tools:** Microsoft Excel, financial spreadsheets, formulas
- **Database Records:** Database entry, coded data, record maintenance
- **Payment Documents:** Vouchers, checks, account statements
- **Audit Support:** Supporting documentation, review controls, audit files
- **Service Communication:** Vendor service, employee service, customer service

PROFESSIONAL AFFILIATIONS

- Indiana University Bloomington accounting community, connected through accounting study and campus service.
- Local finance operations network, strengthened through collaboration with vendors, employees, clients, and service teams.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST