



NATHANIEL KING

ACCOUNTING CLERK

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PROFESSIONAL REFERENCES

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SKILLS

- Strong familiarity of Generally Accepted Accounting Principles (GAAP).
- Proficiency in payables and receivables, payroll processing and the handling of various journals and ledgers.
- Basic-Intermediate knowledge of AFRS Financial Toolbox and Enterprise Reporting.
- Comprehension in analysis of financial documents including horizontal, vertical and ratio analyses.
- Understanding of financial record keeping systems usage including QuickBooks.
- Excellent analytical skills, typing and 10-key abilities.
- Consistent respect and honesty toward customers, vendors, employees and management.
- Knowledge in the use of Microsoft Word, Excel and Outlook programs for practical accounting uses.

EXPERIENCE

Accredited Accounting Courses - Centralia College

Principles of Accounting I-III, Payroll Accounting, Accounting Info Systems (QuickBooks), Individual Income Taxes, Business Entity Tax, Intro to Audit and Business Technology (Word I, Excel I), Principles of Finance, Business Math.

EXPRESS EMPLOYMENT - KROGER CO.

CHEHALIS, WA

ELECTRONIC DATA ENTRY

JUL '20 - AUG '20

- Determine whether vendors have met terms and conditions upon arrival of shipment loads.
- Process load maps for trailer product placement through company software.
- Input case quantities for various SKUs and create labels for non-conveyor products.
- Scan and file documents for purchase order, bill of lading and inbound trailer information required for chargeback inquiries.
- Answer inbound telephone calls and request callbacks.
- Check in/out radios for warehouse floor employees.

BURGER KING

ROCHESTER, WA

TEAM MEMBER

OCT. '17 - AUG. '20

- Provide accurate results during heavy workload situations.
- Complete closing procedures with attention to detail.
- Communicate effectively with coworkers and management to fulfill work tasks.

BALD EAGLE CLEANING

CENTRALIA, WA

COMMERCIAL CLEANER

DEC. '18 - JAN. '20

- Ensure property condition aligns with work orders.
- Deliver periodic and consistent service.
- Perform responsibilities independently.

EDUCATION

ASSOCIATE IN TECHNICAL ARTS - ACCOUNTING

CENTRALIA COLLEGE | SEPT '16 - JUN '18

HIGH SCHOOL DIPLOMA - GENERAL STUDIES

CENTRALIA HIGH SCHOOL | SEPT '08 - OCT '12