**José Roque Alfaro**  
**(831) 840-3963**  
**Jalfaro@csumb.edu**  
  
EDUCATION  
  
BA in Spanish California State University Monterey Bay, May 2014  
3.5 GPA  
Associates of Arts degree, Cabrillo College, Graduation July, 2012   
  
SKILLS  
Fundamental accounting knowledge  
Efficient, detailed-oriented, highly organized  
Strong analytical and problem solving skills  
Proficient in QuickBooks, Microsoft office, Excel, PowerPoint  
Fundamental Revenue Financial Statements knowledge  
  
EXPERIENCE  
2009 - present                Santa Cruz Seaside Company            Santa Cruz, CA  
**Accounting  Clerk**  
Responsible for all basic accounting functions.  Coordinated distribution of invoices and classified transactions. Reconciled various revenue reports to source documents. Reviewed procurement documents and invoices for accuracy. Prepared routine entries and posted financial transactions. Reconciled entries and internal ledgers to financial system reports. Assisted in preparation of financial statements.

2006 - 2009                    Santa Cruz Seaside Company            Santa Cruz, CA  
**Cash Control Lead**  
Reported directly to Cash Control Manager.  Handled all corporate revenue transactions.  Drafted daily revenue financial statements. Supervise the staff providing daily training and support as needed. Ensure work flow is allocated properly to provide efficient and timely processing. Responsible for providing ongoing performance feedback and preparing and delivering mid-year and annual performance reviews.