

José Roque Alfaro
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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.