



Aditya Foley

Assistant Bookkeeper

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STRENGTHS

- 📊 **Analytical Thinker**
Consistently identify patterns in financial data while resolving issues expediently for enhanced decision-making.
- 💬 **Effective Communicator**
Foster collaboration between departments, leading discussions that clarify financial expectations keeps the workflow harmonious.
- ⚙️ **Process Improvement Advocate**
Your proactive approach initiated streamlined workflow, which simplifies repetitive tasks and enrich project execution.
- 🕒 **Deadline Driven**
Efficiently meet tight deadlines, integrating urgent priorities with regular workflows to maintain effectiveness.
- 👥 **Team-Oriented Leader**
Prevent potential bottlenecks through motivating peer collaboration. Fosters a mutual support environment enhancing productivity.

SKILLS

Great Plains QuickBooks

Financial Reporting

Data Management

Problem Solving Cash Handling

Cash Register Systems

Recording Transactions

Auditing Procedures

Document Verification

Invoice Processing

Reconciliation Processes

Communication Skills

SUMMARY

Detail-oriented accounting professional with over 4 years of experience in bookkeeping and financial reporting within nonprofit environments. Skilled in processing transactions and maintaining accurate records while ensuring compliance with policies. Proficient in various accounting software like Great Plains Accounting, focusing on data analysis and problem resolution. Demonstrated ability to prioritize tasks effectively, contributing to team success while managing financial document accuracy. Collaborates seamlessly with personnel, addressing discrepancies swiftly and enhancing operational efficiency. Passionate about driving positive outcomes, ready to embrace new challenges in a supportive environment.

EXPERIENCE

Assistant Bookkeeper

Community Support Services 📅 June 2022 - Present 📍 Tampa, FL

Overseeing daily financial operations, enhancing accuracy in all bookkeeping practices. Responsible for sales transactions processing through advanced accounting software, reinforcing integrity in financial reporting and swift management communication. Ensuring strict adherence to cash handling policies while collaborating closely with staff during audits.

- Executed daily processing of sales information, ensuring meticulous reporting timelines are adhered to without compromise on quality.
- Verified store and auction reports for completeness, investigated allocation discrepancies that improved overall transaction clarity.
- Took initiative in updating cash register policies; provided associates with timely training to maintain best practices during peak periods.
- Assisted in compiling diverse financial documents including invoices, payments, and other crucial data entered rigorously into systems for retrieval.
- Maintained-strict auditing schedules, promptly resolving any variances through clear communication while boosting team accountability.
- Contributed enriching insights towards compiling financial statements, encouraging data literacy among colleagues leading to informed operational changes.

Bookkeeping Assistant

Youth Empowerment Initiative 📅 January 2020 - May 2022 📍 Miami, FL

Supported a busy bookkeeping department, wherein quick adaption and precision were essential. Worked extensively on accounts payable and receivable, underscoring the importance of cash flow stability within a non-profit setting. Assisted in compiling and reviewing monthly financial summaries for transparency.

- Processed varied invoices accurately and coordinated with vendors to amplify accounts processes smoothly and consistently.
- Assisted in diligent preparation and review of comprehensive monthly reports critical for funding accountability.
- Conducted reconciliations for financial stakeholders promptly, successfully identifying key discrepancies that reinforced departmental trust.
- Played a vital role in optimizing filing spaces for important financial documentation, fostering easier access during audits.
- Trained newer assistants on practical software applications and necessary procedures, imbuing strong operational roots across teams.
- Collaborated regularly to further evolve bookkeeping processes, successfully minimizing procedural errors while abiding by standards.

LEADERSHIP & AWARDS

- QuickBooks Certified User (2026)

Training Development

Regulatory Compliance

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Assistant Bookkeeper at
Community Support Services
(4.2 Years)

● Bookkeeping Assistant at
Youth Empowerment Initiative
(2.3 Years)

- Microsoft Excel Certification (2026)

EDUCATION

Bachelor's Degree in Accounting

University of Central Florida 🎓 GPA: 3.9 📅 2025 📍 Orlando, FL

Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing

CERTIFICATIONS

- QuickBooks Certified User 📅 2026
- Microsoft Excel Certification 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** Great Plains, QuickBooks, Mint
- **Financial Reporting Tools:** Excel, Tableau, SAP
- **Data Entry Tools:** QuickBooks, MS Access, Google Sheets
- **Cash Register Systems:** NCR, Revel, Square
- **Communication Platforms:** Zoom, Microsoft Teams, Slack
- **Auditing Tools:** Engagement Letters, Test Cases, Policy Checks
- **Project Management Software:** Asana, Trello, Basecamp
- **Document Management Systems:** SharePoint, Dropbox, Google Drive
- **Spreadsheet Applications:** Microsoft Excel, Google Sheets, Zoho Sheet
- **Database Management:** SQL, Oracle, MongoDB

PROFESSIONAL AFFILIATIONS

- Volunteer Bookkeeper at Local Nonprofit Organization
- Member of University Accounting Society

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST