

# Mora Corralez

Accounting Assistant

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Glendale, AZ 85302

## Education

**B.A in Accounting at  
University of Rochester,  
Rochester, NY**

Aug 2013 - May 2018

I learned accounting, auditing, taxation, and management skills while studying for my B.A. in Accounting.

## Links

[linkedin.com/in/moracorralez](https://www.linkedin.com/in/moracorralez)

## Skills

Financial analysis

Financial reporting

Tax preparation

Accounts receivable/accounts payable management

QuickBooks experience

Spreadsheet proficiency (Excel, Google Sheets)

Key data entry

## Languages

English

Urdu

## Profile

An ambitious and motivated professional, who has gained extensive experience in the field of accounting over the years. I thrive working in a fast-paced environment and enjoy being part of a team. My key strengths include excellent communication skills, great attention to detail, superb organizational abilities and outstanding time management skills. In my previous roles, I have demonstrated my ability to meet deadlines whilst maintaining accuracy levels high. I am now keen to utilise my skills within an organisation that offers me scope for career progression

## Employment History

### Accounting Clerk at H&R Block

May 2022 - Present

- Maintained up-to-date records of invoices and receipts.
- Recorded incoming and outgoing payments accurately.
- Facilitated month end closing by preparing journal entries and reconciling accounts.
- Assisted in payroll preparation by calculating employee hours worked.
- Generated monthly financial reports for management review.

### Accounts Payable Specialist at Jackson Hewitt

Sep 2018 - Apr 2022

- Maintained up-to-date records of invoices and ledgers.
- Entered data into accounting software programs with a high degree of accuracy.
- Reconciled discrepancies in account balances on a monthly basis.
- Assisted in preparing financial statements and reports for management review.
- Generated ad hoc reports as requested by senior managers.

## Certificates

### Accounts Payable Certification--APC

Dec 2020

### Accounts Receivable Certification--ARC

Mar 2019

### Certified Bookkeeper--CB

Mar 2017