

Kimbra Doughton

Auditing Clerk

Profile

Auditing Clerk with 6+ years of experience in auditing, bookkeeping, and financial reporting. Proven ability to streamline processes and elevate efficiency. Excellent communicator with staff, management, and clients. Strong analytical skills used to identify process improvements for increased accuracy and compliance. Experienced in using QuickBooks enterprise solutions software (QBE), Excel pivot tables & V Lookups, and other accounting software programs.

Employment History

Senior Auditing Clerk at McDonald's - Illinois

Mar 2022 - Present

- Accurately processed and filed 100+ invoices per day.
- Maintained an error-free filing system for all paperwork related to auditing projects.
- Acted as point person for resolving discrepancies between invoices and purchase orders.
- Audited 500+ expense reports per month, ensuring that all receipts were accounted for and expenses legitimate.
- Regularly produced detailed analyses of spending trends across departments ornaments divisions.

Auditing Clerk at Burger King - Indiana

Sep 2016 - Jan 2022

- Maintained accurate records of all transactions and ensured that all documentation was filed correctly.
- Organized and supervised the work of junior auditing clerks.
- Checked invoices against purchase orders and resolved discrepancies with vendors.
- Monitored inventory levels and prepared reports for senior management.
- Assisted in the preparation of annual financial statements.

Certificates

Certified Public Accountant (CPA)

Dec 2020

Certified Fraud Examiner (CFE)

Mar 2019

Certification in Control Self-Assessment (CCSA)

Dec 2017

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Education

Associate's Degree at Emory University, Atlanta, GA

Aug 2012 - May 2016

I learned time management, critical thinking, and organization.

Links

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

Skills

Auditing

Finance

Accounting

Bookkeeping

Spreadsheets

Word processing

Analytical skills

Languages

English

Arabic