Emily Fournier

Junior Bookkeeper | Accounts Payable Co-op

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PROFESSIONAL SUMMARY

Junior bookkeeper at a small accounting firm with an accounting diploma and a co-op term in accounts payable. Codes transactions, reconciles bank and credit card accounts and prepares GST and PST working papers for about 20 small-business clients in QuickBooks Online and Xero. Careful, organized and quick to flag anything that does not tie out.

PROFESSIONAL EXPERIENCE

Red River Ledger Accounting · Winnipeg, MB **Jul 2025 — Present**

Junior Bookkeeper

- Reconcile bank and credit card accounts monthly for about 20 small-business clients in QuickBooks Online and Xero, clearing old unmatched items during each review.
- Prepare GST and Manitoba PST working papers for senior staff review, tying each filing back to the general ledger before submission.
- Set up Hubdoc receipt capture for eight clients, cutting the month-end back-and-forth over missing receipts and supplier bills.

Prairie Gate Building Supply · Winnipeg, MB **Jan 2025 — Apr 2025**

Accounts Payable Co-op

- Matched supplier invoices to purchase orders and receiving slips for about 150 invoices a week, routing exceptions to buyers.
- Reconciled vendor statements for the top 30 suppliers and resolved duplicate or missing invoices with their accounts receivable teams.

EDUCATION

Diploma, Business Administration – Accounting **2025**

Assiniboine River College

SKILLS

Technical: QuickBooks Online, Xero, Bank reconciliations, Credit card reconciliations, Transaction coding, GST and PST filings, Accounts payable, Hubdoc, Excel (lookups, pivot tables), Payroll data entry, Client document requests, French (intermediate)

Certifications: QuickBooks Online Certified ProAdvisor · Xero Advisor Certification