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| **EDUCATION**  |  | **EXPERIENCE****WATERS-WITTING** New York, NY* Assisting in auditing work and assisting/responding to company accountants
* Informs and assists Customer Service Manager or management with cashiers having problems over and short
* Responsible for assisting the District Manager with the community budget and achievement of operational, financial goals
* Work within our company’s management planning (MPP) guidelines to maintain productivity
* Makes bank deposits, writes checks, and maintains regular balance controls on all checking accounts
* Assist Finance department employees by providing support for month end close procedures
* Develops and maintains a productive working relationship with facility, regional and corporate personnel

**BARROWS-BEATTY** Dallas, TX* Develop and maintain positive working relationships with client personnel, co-workers, and all levels of staff and management
* Develops systems to account for financial transaction by establishing a chart of accounts; defining bookkeeping policies and procedures
* A working knowledge of Simply Accounting, QuickBooks, Expert, Microsoft Word and Excel
* Deliver completed work for review on a timely basis
* Receive payments from customers and make bank deposits
* Assist CPA in tax filings and 1099 and W2 preparation
* Manage aging schedule for outstanding invoices

**SCHMITT, BEATTY AND WIEGAND** Dallas, TXpresent* Assisting with monthly, quarterly or annual audits; comprising of reconciliations of AP, AR, and General Activities
* Generates and/or creates standard reports to support department activities
* Assist with client payroll and files
* Assisting with Tour Accounting and year end accounts preparation
* Plenty of client contact (generally with artists' management team)
* Assist with legal documents, (Echosign) filing, pdfs, etc
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| **Bachelor’s Degree in Accounting**BRIGHAM YOUNG UNIVERSITY |  |
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| **SKILLS*** Knowledgeable in Accounts Payable, Accounts Receivable, Bank Reconciliations and QuickBooks
* Strong knowledge and experience with Excel, MAS 200, Peachtree, Great Plains or other accounting software programs
* Attention to Detail – Able to address detail accuracy when faced with a high volume of work without sacrificing timely accomplishment of objectives
* Excellent attention to detail and organized with a solid work ethic
* Strong knowledge of Quickbooks
* Strong experience in Accounts Receivable and Payable
* Excellent knowledge of the W-4 and 1099 tax form creation and filings through QuickBooks payroll
* Accounts Payable and Receivable knowledge
* Working knowledge of QuickBooks, Sage and/or Bill.com
* Demonstrated knowledge of applicable local, state, and federal wage and hour laws
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