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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, TX  present   * 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 |
| **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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