

Executive Summary

Qualifications: Experienced full-charge Bookkeeper and Human Resources Administrator—I am a highly motivated, self-starter who brings maturity and integrity to whatever task is before me. I am very detail-oriented, with a track record of excellence as attested by those I report to, my peers and those who have come under my supervision. I have in-depth understanding of QuickBooks, Creative Solutions Accounting (Thomson Reuters), and Shelby (integrated church management) and Microsoft Office products. I communicate very well in writing and in person.

With over 10 years' experience in bookkeeping, I have a true passion for helping non-profits keep their financial and HR records with excellence and integrity. I am completely capable in all aspects of the fiscal cycle from creating a chart of accounts to year-end reconciling and reporting. I enjoy managing company human resource information with accuracy and security. I foster a high level of company trust, and have reported directly to the Board of Directors.

Relevant Experience

Virtual Payroll Specialist MAG Bookkeeping Cumming, GA	Present
	Responsibilities include preparing payrolls, monitoring tax law compliance, advising clients, managing benefit accruals, all in a virtual environment with clients spread nationwide

Office & Financial Administrator

Summer 2012-Spring 2016

Rahab's Rope
Gainesville, GA

Responsibilities include managing donations, tracking retail sales, inventory valuation, payroll, AP, manage budgets, weekly, monthly and year-end reporting to Board of Directors. Customized reporting to COO, Training and maintenance of Point-of-Sale software, and payroll & sales tax deposits & filings. Staff HR management, assist COO with personnel issues, maintain company calendar

Payroll Associate/Bookkeeper

Spring 2011-Summer 2012

Rushton & Company
Gainesville, GA

Responsibilities include preparing payrolls with live checks or direct deposit, federal and state tax payments, end of quarter/year reporting and tax report filing, managing 401K plans, employee records and benefit accruals. Bookkeeping and Accounts Payable for assigned clients to include monthly financial reporting.

Bookkeeper and HR Administrator

Summer 2007 – Fall 2010

Victory Christian Fellowship
2650 Audubon Rd.
Audubon, PA

Responsibilities include managing all transactions for Accounts Receivable, Accounts Payable, Payroll, bank reconciliations, General Ledger adjustments and end-of-cycle re-

porting. Generate customized financial reports for Senior Pastor and Board of Directors. Monitor cash flow to ensure proper stewardship of resources. Handle human resource issues including tracking benefits and proper tax and insurance withholdings. Monitor all tax reporting documents and distribute quarterly member contribution statements.

Administrative Assistant

Summer 2004 – Spring 2007

Volpe Enterprises
Norristown, PA

Responsibilities included preparation of payroll reports, job costing; maintained all employee records; Accounts Receivable, Accounts Payable, Manage customer records, Job Profitability reports; answered phones, logging all calls into company customized software for tracking; typed job estimates, meeting notes and all company correspondence; maintained office calendar; assisted with securing proper building permits; prepared customer mass-mailings and all office filing.

Home School Teacher

Fall 1993 – Spring 2004

Responsibilities included planning, development and delivery of personalized curriculum for three separate grades, all subjects (Approx. 6 subjects each) for 12 school years; Maintained meticulous educational records in accordance with Pennsylvania's educational guidelines and the requirements of the local school district; development, management and reporting of a comprehensive budget for all supplies, field trips and certifications; providing coaching and mentoring during the different developmental states of the students; maintaining personal education to stay current with requirements.

Education

Montgomery County Community College, Blue Bell, PA

2010

Courses in Accounting (I & II) and Microsoft Office

Penn State – University Park, PA

1983 – 1984

Nuclear Engineering: Studies in physics and the chemistry of nuclear reactions; monitoring of reactor cores and radiation safety.

Temple University - Philadelphia, PA

1982 - 1983

Music Education studies: Main instrument - Oboe, Secondary instruments – piano and voice.