

Outsourced Bookkeeper

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Outsourced Bookkeeper with experience providing remote bookkeeping services to small businesses and nonprofits. Skilled in financial reporting, payroll, tax preparation, and general ledger management.

EDUCATION

Associate of Science in Accounting

University of Louisiana at Lafayette /
Graduated: May 2013

- **QuickBooks Certified ProAdvisor**, Issued: 2021
- **Certified Bookkeeper (CB)** – American Institute of Professional Bookkeepers-, Issued: 2020
- **Payroll Certification** – National Association of Certified Payroll Specialists (NACPB), Issued: 2019

SKILLS

- Accounting Software: QuickBooks Online, Xero, FreshBooks, Wave Expert
- Payroll Processing: ADP, Gusto, Paychex Expert
- Tax Filing & Preparation- : Sales tax, payroll tax, income tax Expert
- Financial Reporting: Monthly, quarterly, and annual financial statements Expert
- Reconciliation: Bank, credit card, and general ledger reconciliation Expert
- Budgeting & Forecasting- : Cash flow management and forecasting Expert
- Client Communication: Remote communication via email, video calls, and messaging platforms Expert
- Attention to Detail: Accuracy in financial reporting and record-keeping Expert

EXPERIENCE

2019 - Now

Outsourced Bookkeeper Ledger Solutions / Remote

- Provide remote bookkeeping services for multiple clients, including small businesses and startups.
- Manage accounts payable and receivable, ensuring timely payments and accurate recordkeeping.
- Reconcile bank statements, credit card statements, and other financial records on a monthly basis.
- Prepare monthly, quarterly, and annual financial reports, ensuring accuracy for client review.

2016 - 2019

Freelance Bookkeeper Self-Employed

- Maintained general ledgers, tracked expenses, and prepared financial statements and reports.
- Provided tax preparation services, including filing returns and assisting clients in tax planning.
- Provided monthly financial summaries and assisted clients in budgeting and forecasting.

2013 - 2016

Bookkeeper Abbeville Accounting Services

- Processed invoices, managed vendor payments, and reconciled customer accounts.
- Maintained accurate records of all financial transactions and assisted in financial audits.