

QuickBooks Experience

Additional endorsements may be found on LinkedIn

- Anderson ZurMuehlen (CPA Firm) 2015-2017 Multiple client accounts
QuickBooks Desktop, QuickBooks Enterprise Solutions & QuickBooks Online
Company File set up through financial compilations & year end reports for tax accountant(s)

Accounting, Bookkeeping and Payroll depending on clients' needs, up to but not including tax returns. Meet with clients, set up a startup company to drafting write up of Financial Statements. Several accounting software conversions on multiple clients. Account reconciliations (Banking, Loans, A/P, A/R, Income & Expenses, Balance Sheet accounts, etc.)

Most clients remain confidential – below have provided authorization for use as reference

- Treasure State Title 2017 – current As Independent Contractor
QuickBooks Online Steve & Lesley Zellmer 406-357-3509
- K&G Ranch, Inc. 2017 – current As Independent Contractor
Setup on Desktop - Conversion to QuickBooks Online – Corporate and Personal
Kenny & Greta Jo 406-788-8333
- Fresh Catch Cafe 2015 -current As Independent Contractor
Company File (Desktop)set up through financial prep & year end reports for tax accountant
Starting on 2014 Heather McHenry 907-299-4539
- Northsky Holdings LLC 2014 - current As Independent Contractor
Company File set up through financial statements & year end reports for tax accountant
Sheri Pexa 406-215-1414
- LeBaron Drywall 2013 – current As Independent Contractor
Company File set up through financial prep & year end reports for tax accountant
Starting on 2008 Kaylen LeBaron 907-727-7676
- AA Window & Gutter Cleaning 2012-2013 As Employee
(utilizing QuickBooks Enterprise Solutions) Brett VandenBrink 206-595-2294

Utilizing QuickBooks includes all payroll functions thru W-2's & W-3 reporting

- Taking boxes of mixed years receipts, statements, loan docs, etc., organizing and setting up GL accounts and entering into newly created QuickBooks Company File (reconciling monthly) to create monthly, quarterly reports, w-2's, W-3, 1099's, 1096, as well as yearend reports for tax accountants
- Take backup copies of already organized company files, reconcile accounts and make the necessary journal entries to adjust inventories, loans, assets, etc. for yearend reports for tax accountants
(Also utilize excel, word, publisher, pdf & outlook)
- Create personalized documents for marketing, invoices, statements, announcements, proposals, etc.
- Conversions from QuickBooks Desktop to QuickBooks Online