

# **Anna Stasia Alexander**

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## **Accounting Education**

***Current student, Master of Accountancy and Data Analytics***, University of Mississippi 2024-2025

***Graduate Assistant, Weatherly Fellowship, AICPA Library***, 2024-2025

***Graduate School Access Fellowship and Scholarship***, 2024-2025

***Bachelor of Science, Accounting***, Colorado State University Global, January 2024, GPA 4.0

***Associate's Degree, Accounting***, MiraCosta College, December 2021, GPA 3.9

***Intuit Certified Bookkeeping Professional***, May 2024

***Intuit Certified Quickbooks Online User***, May 2024

***Certificate of Proficiency, Accounting Assistant***, MiraCosta College, December 2018, GPA 3.9

## **Prior Education**

***Master of Music, Violin Performance***, University of North Texas, May 2012, Summa Cum Laude

Graduate Teaching Fellowship, Professor Paul Leenhouts, UNT Early Music Program, 2012

Baroque Performance Scholarship 2011-2012: UNT

Chadwick Family Memorial Scholarship 2010-2012: UNT

***Bachelor of Music, Violin Performance***, San Diego State University, May 2010, Summa Cum Laude

Member of the Pi Kappa Lambda National Music Honor Society, 2010-2012

Lieber-Flower Scholarship, 2007-2010, SDSU

***Transfer Student*** from Palomar College and MiraCosta College, 2008

***High School Diploma***, home school, May 2005, 3.9 GPA

## **Work Experience**

***Bookkeeper***, Hope Financial Consulting, April 2024-August 2024

***Intern***, Watkins, Ward and Stafford PLLC, January 2024-April 2024

***Property Accountant***, Cavanaugh Properties, Inc., March 2023-September 2024

***Bookkeeper***, Grow the Books, May 2022-March 2023

***Finance Assistant and Payroll Clerk***, Invisible Technologies, January 2019-February 2020

***Accounts Payable and Accounts Receivable Clerk***, Bob Baker Automotive, Dec 2018-Feb 2019, Sept 2016-Oct 2017

***Accounts Payable and Dealer Trade Clerk***, Hoehn Honda, 2015-2016

***Sales and Service Assistant***, Hoehn Motors, 2013-2015

***Free-lance violinist, performer and teacher***, 1998-present

### **Job Responsibilities for Hope Financial Consulting**

Processing accounts payable, categorizing transactions and reconciling accounts

Correcting entries from prior accounting periods, reviewing statements and making adjusting entries

### **Job Responsibilities for Watkins Ward and Stafford PLLC**

Preparing tax returns, federal and state

Performing preliminary audit and review procedures

### **Job Responsibilities for Cavanaugh Properties, Inc**

Posting transactions, reviewing daily ledgers and monitoring cash balances

Performing bank reconciliations, distributions and reviewing financial statements

Creating and updating budgets

**Job responsibilities for Bookkeeper, Grow the Books**

Categorizing transactions, reconciling accounts and producing monthly financial statements for 25 clients

Frequent client communication and interaction regarding financial statement review

Cleanup and bookkeeping corrections for new clients

Responsible for month-end and year-end closing procedures

**Job responsibilities for Finance Assistant, Invisible Technologies**

Payroll for 100 + employees weekly

Bank Reconciliation daily

Billing & Revenue reporting and processing daily

**Job responsibilities for Accounts Payable and Receivable Clerk, Bob Baker**

Managing six schedules: sublet for Mazda and Fiat, 1099, customer refund, receivables, payables

Paying 50+ vendors monthly

Handling 50+ receivable customers monthly

Processing Fiat/Chrysler, Hyundai and Mazda factory billing

Post and reconcile company credit card

Prepared tax documents for vendors

**Job responsibilities for Accounts Payable and Dealer Trade Clerk, Hoehn Honda**

Posting invoices, reconciling accounts and paying 50+ vendors monthly

Utilizing Excel to reconcile, keep data records and calculate payables

Reporting daily to managers of the service, parts, finance and sales departments regarding invoices, reconciling, warranties and dealer trades

Reconciling and managing six accounts including payables, pre-delivery inspection, extended warranty, customer coupons, Honda factory and service sublets

Managing all extended warranty contracts, including researching cost amounts, submitting for missing contracts and canceling duplicates

Processing all extended warranty contract refunds, including researching lien-holder, cost and sale amounts and cutting refund checks

Processing all dealer trades, including cutting checks and coding incoming reimbursement checks

### **Skills and Qualifications**

Detail oriented, self-motivated, passionate about learning

Strong writing and accounting skills

Proficient with MAC and PC systems, Microsoft Office 365, Google Workspace, Excel, QuickBooks, ADP, Xero, Gusto, Resman, UltraTax CS