

STEPHANIE SWAINSTON

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Twenty plus years providing accounting/bookkeeping services. Services provided:

- Remotely manage weekly, monthly, quarterly, or annual accounting/bookkeeping services with appropriate financial reports.
- Customization of a bookkeeping/payroll process to address individual accounting needs; including QuickBooks Online or QuickBooks Desktop setup and training.

EXPERIENCE

JANUARY 2023-CURRENT

EXPERT BOOKKEEPER, INTUIT

- Full cycle bookkeeping services using QuickBooks Online; including financial data entry and reconciliation of bank, credit card, line of credits, and loan accounts.
- Training clients to do their own Accounts Payable, Accounts Receivable, Class and Location Tracking.
- Work in multiple accounting departments; Clean-up (multiple months at a time), Biz Tax (bookkeeping preparation for tax preparation), Monthly Full Service (ongoing monthly bookkeeping).

JANUARY 2022-CURRENT

ACCOUNTANT/OWNER, SILVER VALLEY ACCOUNTING LLC

- Helping small businesses create or simplify their bookkeeping process, making it easy for their understand and use.
- Training clients to do their own bookkeeping or provide my bookkeeping/accounting services.
- Full cycle bookkeeping services, including financial data entry and reconciliation of bank, credit card, line of credits, and loan accounts.

SEPTEMBER 2005-JANUARY 2022

ACCOUNTANT, NATHAN WENDT P.C.

- Assisting the owner of the company in managing the office by running staff meetings, holding interviews with potential new staff members, coordinating new hire training as needed, researching and purchasing new software for the office, and other tasks as needed.
- Full cycle bookkeeping services, including financial data entry and reconciliation of bank, credit card, line of credits, and loan accounts.
- Creation of monthly, quarterly, and annual profit and loss statements and balance sheets for multiple clients.
- Payroll preparation with appropriate monthly, quarterly, year-end reports, 1099 reports as necessary, and payment of all payroll liabilities including retirement, insurance, and wage garnishments.
- Use of Drake, Ultra Tax, and Lacerte tax software to aid in the completion of income tax returns.
- Assisting in correct filing for new partnerships/corporations with appropriate legal documentation, operating agreements, rental agreements, etc., using affordable contracted legal service.
- Correcting/fixing client QuickBooks company files, while adjusting as necessary in preparation for income tax filing or requested financial statement preparation.
- Instructing clients and office staff in the full bookkeeping process using QuickBooks Desktop and/or the QuickBooks Online process; including manually inputting or downloading transactions, and the reconciliation of all bank and credit card accounts.

APRIL 2004–NOVEMBER 2004

BOOKKEEPER, DORAN, ANDERSON & BALTIMORE-LAW OFFICE

- Full cycle bookkeeping services for multiple trust accounts, two bank accounts, and office credit cards, including all financial data entry and reconciliations of bank, credit card, line of credits, and loan accounts.
- Accounts Payable and Receivable for the office; including filing of all proper related year- end tax reports.

MAY 2003–APRIL 2004

BOOKKEEPER, ALFRED'S CARPET

- Cost accounting, in/out costing for job materials and contractors.
- Payroll preparation for all staff: filed appropriate reports weekly, monthly, and annually.

OCTOBER 2000–MAY 2003

ADMINISTRATIVE ASSISTANT/DATA ENTRY, CLINE DEVRIES AND ALLEN LLC

- Time entry and reporting for all staff members relating to client work.
- Using QuickBooks Desktop: Accounts payable/receivable for office, including three CPAs, two accountants, and a bookkeeping department.
- Processed all tax returns prepared in the office.

EDUCATION

JULY 2015

BACHELOR OF SCIENCE, ACCOUNTING -WESTERN GOVERNORS UNIVERSITY

Information Management Systems, Spreadsheets, Ethical Business, Business Management, Finance, Project Management, Taxes and Auditing, Budgeting & Financial Statements, and Cost Accounting.
Certification: Project Management Plus via CompTIA

MAY 2003

ASSOCIATE IN SCIENCE – DES MOINES AREA COMMUNITY COLLEGE

SKILLS

- Advanced bookkeeping/accounting skills
- QuickBooks Online or QuickBooks Desktop setup and training (in person or via internet)
- Ability to customize a bookkeeping process that relates to your specific accounting needs
- Bank, credit card, loan, and asset reconciliations
- Accounts Receivable/Payable
- Cost accounting
- Exceptional documentation management skills and process development expertise.
- Payroll and sub-contractors' services; payroll taxes, quarterly taxes, W-2's, 1099 preparation
- Certified QuickBooks Online Level 2 and Desktop ProAdvisor

ACTIVITIES/VOLUNTEERING

I am active in my community and local community organizations. I have volunteered multiple times in both public and religious settings, using my education to provide services in all possible ways. In my off-time, I love spending time with my husband and our two kids, traveling to see my extended family and friends, eating great food, watching movies, and swimming.