

Contact

307.765.9319

bilbrey@bilbrey.net

Education

AAS in Applied Management

National American University

Rapid City, SD | 2011

Skills

- ✓ PTIN-certified Payroll Tax Preparer
- ✓ Full Charge Bookkeeper | Staff Accountant
- ✓ Payroll | Certified Payroll
- ✓ IRS Forms 940, 941, W2/W3/W4, I9, 990
- ✓ A/R | A/P | Budgets | Financial Reports
- ✓ Bank Reconciliations
- ✓ Sales & Payroll Tax Reporting
- ✓ IFTA Fuel / Mileage Reporting | 2290
- ✓ *QuickBooks Desktop & Online* | *Qbox*
- ✓ Tax Software: *Caseware* | *Lacerte*
- ✓ *Windows 10 Pro* | *AVG* | *Cobian Backup*
- ✓ Spreadsheets: *Excel*, *Google Sheets*
- ✓ Comparative Analyses | Pivot Tables
- ✓ Remote / Virtual / Freelance Work
- ✓ Remote Access | *Teamviewer* | *VPN*
- ✓ Time & Task Management:
Asana | *BigTime* | *Hubstaff* | *Toggl*
- ✓ Critical Thinking | Logic | Math
- ✓ Indexing | Coding | Filing
- ✓ Business/Project Management
- ✓ Video Conferencing: *GoTo* | *Zoom*
Skype | *Join.me* | *Trello*
- ✓ Enterprise Systems: CRM, Merchant Tools
- ✓ *PayPal* | *Square* | *uAccept*
- ✓ *Microsoft Office Pro 2016/Office 365*:
Word, *Excel* + *KuTools*, *Outlook*,
PowerPoint, *Access*
- ✓ *Edraw Max*
- ✓ *File Sharing*: *Asana* | *Google Drive* |
Citrix | *Dropbox* | *Hubdoc* | *OneDrive*



<https://www.linkedin.com/in/juliebilbrey>
<https://bilbrey.net/testimonials>

Julie Bilbrey



Efficient, detail-oriented bookkeeper and PTIN-certified payroll tax preparer experienced with QuickBooks and adept in leveraging available technical resources and applying analytical skills seeks a remote position to provide assistance in generating accurate and reliable financial records. Skilled at team collaboration while working independently and with minimal supervision in remote and flexible office environments.

Relevant Experience

OWNER

[Bilbrey Business Services](#) | Greybull, WY – Home Office | 01/1992–Present

- Utilizing remote communication tools and regularly adopting new technologies to remotely provide confidential full-service bookkeeping, A/R, A/P, billing, invoicing and payroll and business services
- Demonstrating positive, articulate written and verbal communication skills in situations requiring accurate communication with management, project managers and local or remote teams
- Regularly recognized for delivering high-quality services and meeting deadlines in demanding, accuracy-focused roles

FULL CHARGE BOOKKEEPER / STAFF ACCOUNTANT / PAYROLL MANAGER

[Tangaro & Company CPAs, PLLC](#) | Bozeman, MT – Remote | 10/2020–Present

B & L Traub, LLC | Watford City, ND - Remote | 01/1995–09/2018

Pab Good Trucking, LLC | Greybull, WY - Remote | 08/2008–10/2014

Bilbrey Trucking | Shell, WY - Remote | 01/2006–12/2016

- Documented employee time, rates of pay, vacation and expenses
- Calculated and prepared payroll and/or certified payroll for 50+ employees and maintained employee files
- Prepared tax deposits, paychecks, payroll reports, certified payroll reports, 2290, IFTA fuel/mileage reports and processed end-of-year Federal and State payroll reporting

MANAGER / OWNER

[Branding Iron Bar, LLC](#) | Greybull, WY - Remote | 02/2014–09/2020

- Responsible for maintaining inventory and supplies, multiple enterprise systems and all financial transactions of the business
- Tracked employee time, rates of pay and tips, prepared payroll, tax deposits, sales tax and Federal and State payroll reports
- Applied HR management skills in hiring/firing of 10+ employees, delegating duties and maintaining employment records

BUSINESS MANAGER / FIELD DIRECTOR / PROJECT MANAGER

[Waller Hall Research, LLC](#) | Greybull, WY - Remote | 11/2004–03/2015

~ a subsidiary of [The Henne Group](#) | San Francisco, CA

- Entered all financial transactions at our remote location
- Collaborated with senior management to ensure team effectiveness, productivity and process improvement through interpersonal communication across different office locations and time zones
- Utilized QuickBooks to track employee time, rates of pay, vacation and expenses and prepared payroll for 30+ employees