

## Contact

307.765.9319

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230 Pheasant Dr  
Greybull, WY 82426

## Education

**AAS in Applied Management**  
National American University  
Rapid City, SD | 2011

## Skills

- ✓ Full Charge Bookkeeper | Staff Accountant
- ✓ PTIN-certified Payroll Tax Preparer
- ✓ Payroll | Certified Payroll
- ✓ IRS Forms 940, 941, W2/W3/W4, 19, 990
- ✓ A/R | A/P | Budgets | Financial Reports
- ✓ Bank Reconciliations
- ✓ Sales & Payroll Tax Reporting
- ✓ IFTA Fuel/Mileage Reporting | 2290
- ✓ QuickBooks Online & Desktop | Qbox  
Lacerte | ProConnect | Bill.com
- ✓ Spreadsheets: Excel | Google Sheets
- ✓ Comparative Analyses & Pivot Tables/Charts:  
Canva | Edraw | SPSS | Fathom for KPI
- ✓ Remote / Virtual / Freelance Work
- ✓ Time & Task Management:  
Asana | BigTime | Caseware | Hubstaff
- ✓ Critical Thinking | Logic | Math
- ✓ Indexing | Coding | Filing
- ✓ Business/Project Management
- ✓ Video Conferencing: GoTo | Join.me  
Skype | Trello | Zoom
- ✓ Enterprise Systems: CRM, Merchant Tools
- ✓ PayPal | Square | uAccept
- ✓ Microsoft Office 365: Word, Excel +  
KuTools, Outlook, PowerPoint, Access,  
OneNote, Teams
- File Sharing:  
Asana | Dropbox | Google Drive | HubDoc  
OneDrive | WeTransfer



# Julie Bilbrey

Detail-oriented bookkeeper with proven expertise in QuickBooks and strong analytical skills. Experienced in leveraging digital tools to ensure accurate, compliant financial records. Highly self-motivated and effective at working independently in remote settings. Seeking remote opportunities to provide reliable accounting support and help organizations achieve financial clarity and growth.



## Relevant Experience

### OWNER

**Bilbrey Business Services** | Greybull, WY – Home Office | 01/1992–Present

- Leverage remote communication tools and quickly adopt new technologies to deliver confidential, full-service bookkeeping, including A/R, A/P, billing, invoicing, payroll, and business support
- Demonstrating positive, articulate written and verbal communication with management, project managers, and both local and remote teams
- Consistently recognized for delivering high-quality work and meeting deadlines in fast-paced, accuracy-driven environments

### FULL CHARGE BOOKKEEPER / STAFF ACCOUNTANT / PAYROLL MANAGER

**BlackRock CPA Group** | Billings, MT – Remote | 03/2024 – Present

**MRK Investments Inc** | Billings, MT – Remote | 03/2024 – Present

**Duchscher Kapperud Insurance** | Havre, MT – Remote | 09/2023 – Present

**Tangaro & Company CPAs, PLLC** | Bozeman, MT – Remote | 10/2020-03/2023

**Patten Bookkeeping & Consulting** | Broadus, MT – Remote | 11/2020-02/2021

- Responsible for entry of financial transactions and preparation for taxes
- Document employee time, rates of pay, vacation, and expenses
- Calculate and process payroll and certified payroll for 50+ employees, maintaining accurate employee files
- Prepare tax deposits, paychecks, payroll, and certified payroll reports, 2290, IFTA fuel/mileage reports, and manage quarterly and year-end federal and state payroll reporting

### MANAGER / OWNER

**Branding Iron Bar** | Greybull, WY - Remote | 02/2014-09/2020

- Provide extensive customer service and handle marketing and promotional activities
- Manage inventory, supplies, multiple enterprise systems, and oversee all business financial transactions
- Track employee time, pay rates, and tips; prepare payroll, tax deposits, sales tax, and federal and state payroll reports
- Apply HR management skills in hiring and terminating employees, delegating duties, and maintaining employment records for a team of 10+

### 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

- Perform extensive data analysis and enter financial transactions for the WY location
- Collaborate with senior management to enhance team effectiveness, productivity, and process improvement through strong interpersonal communication across multiple office locations and time zones
- Utilize QuickBooks to track employee time, pay rates, vacation, and expenses, and prepare payroll for 30+ employees.