

Crystal Sindelar

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Accounting Professional with Human Resource and Hospitality experience.

Relocating to Raleigh-Durham, NC in July-August 2024

Work Experience

Staff Accountant

Hole-In-The-Wall Golf Club, Naples, FL

2021 – Current

My primary duties consist of accounts payable preparation and payroll processing. I maintain vendor information and documents, process invoices, organize and prepare employee personnel files, review and audit timekeeping records, and process bi-weekly payroll. The club also recently added a 501(c)3 for their wildlife preserve where I assist with financial preparation, reconciliations, tax reporting and preparation, and other accounting functions. I also take on a large administrative role within the club for all departments which include, but are not limited to, updating policies and creating new procedures, internal forms, and various reports. Beyond my accounting and administrative duties, I also assist with F&B operations when needed, which include training staff and management.

Staff Accountant

Davis & Associates, Bonita Springs, FL

2021

As a staff accountant, my primary duties were to prepare tax returns, generally Forms 1040 and 1120-S. I also did monthly bookkeeping tasks for several assigned clients including, but not limited to, reconciliations and accounts payable, payroll processing and related tax returns, and fixed asset recording and maintenance. Other duties I performed on occasion included preparing BOD minutes and financial reviews.

Staff Accountant

Hughes, Snell & Co., P.A, Fort Myers, FL

2019 - 2021

As a staff accountant, my focus was preparing tax returns including Form 1040's, 1041's, 1065's, 1120-S's, and 709's. I had also started specializing in trust and estates, as I also prepared fiduciary accountings and assisted in other basic estate and trust planning. When not preparing taxes, my general duties included accounting services and bookkeeping, financial reporting services, payroll services, accounts payable, and bank reconciliations.

Lead Bartender

Hyatt Regency Coconut Point & Spa, Bonita Springs, FL

2015 - 2019

As Lead Bartender, I worked outside at the beautiful poolside bar, serving beverages and food. I was required to have extensive knowledge of alcohols, wines, and menu items. In addition to my regular duties, I also assisted with keeping bar inventory and training new bartenders. During my employment, I held many positions, starting from a greeter to a server, then eventually lead pool bartender. I have also worked in the Stillwater Spa as a concierge, been trained in the room service department, and involved in several special projects within the hotel. I've also been awarded the 5-Star and All-Star awards for exceptional customer service and have a 52' mural painted in the employee hallway that is still there to this day!

Education

B.S. Accounting - Florida Gulf Coast University - 2019

Military

Medical Specialist/68W - Iowa Army National Guard - Honorable Discharge 2011