



# EDUCATION

**Certified in Bookkeeping**  
2003  
**Intuit Professional Advisor**  
2010 - Current  
**Mission College – Real Estate**  
1999 4.0 GPA  
**AIPB - GAAP**  
2011 – Current



## **VINCENT BOOKKEEPING** **WENDY VINCENT**

President of Vincent Bookkeeping

### **PROFILE**

I am educated and proficient with QuickBooks Pro, Premier, Enterprise, & Point of Sale. My Experience is in the fields of Accounting, Bookkeeping, Construction, & Property Management.

I received my Certification as a Bookkeeper in 2003. I have been operating Vincent Bookkeeping since July of 2010.

Account discrepancy resolution are my specialty. I am policy orientated and I strive for perfection, which enhances my work ethics.

What sets me above the rest is my optimistic attitude, professionalism, and integrity.

### **CONTACT**

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# CLIENTS PAST & CURRENT

## **General Contractor Construction**

### **Full Charge Bookkeeping - Payroll**

2010–current

QuickBooks Premier 2008-2019 Contractor Addition. Full Charge Bookkeeping handling all aspects of the business Accounting. Outsourced Tax Returns, & Payroll Management.

## **Painting Corporation**

### **Basic Bookkeeping – After the fact once per month**

2018–current

Using Source documents, I maintain the company in QuickBooks Desktop Pro & Provide the owner Monthly reports and Workman’s Compensation Invoices based upon custom reports.

## **Manufacturing Corporation**

### **Full Charge Bookkeeper**

2011–2012

Setup Inventory in QuickBooks Premier, Created Builds for Electronic medical devices.

## **Enrolled Agent & Tax Professional**

### **Full Charge Bookkeeping**

2010–2015

Bookkeeping in QuickBooks for multiple Clients on a contract basis including the following company types: Bar & Restaurant, Real Estate Investor, Photographer, & an IT Networking Co.

# SKILLS

- 10Key by Touch 10,200 KSPH
- Typing 53 WPM
- Intuit QuickBooks Professional Advisor
- Certified Payroll Reports
- Prevailing Wage Payroll
- Construction Background

## Bookkeeping

- Accounts Payable.
- Accounts Receivable.
- Sales tax reporting.
- Data entry or downloads.
- Filing & bank deposits.
- 1099/1096 tracking & reporting
- Expense report tracking and entering.
- Bank, credit card reconciliations.
- Merchant account reconciliations.
- Account adjustments.
- General ledger maintenance.
- We work with your CPA or Tax Professional.
- Producing word documents, Excel spreadsheets.
- PowerPoint presentations, designing collection letters
- Custom letters to be used in QuickBooks.
- All bookkeeping is done to GAAP.

## Memberships

- American Institute of Professional Bookkeepers
- National Bookkeepers Association
- National Association of Certified Public Bookkeepers
- Campbell Chamber of Commerce

## Certifications:

- Security Guard Card # G6379274
- Notary Public Commission # 2313134
- Certified in Bookkeeping 2003
- AP-Certified Notary Signing Agent (CNSA)

## Reviews:

"Wendy is great! Her service is just what my business needs and she knows how to guide me through it all so everything is done correctly and to the correct legal standards. I Feel very comfortable and I am confident in her professionalism and her important role in my company. Thanks Wendy!"

**Peter S. Hurd - President of Hurd Family Homes, Inc.**

"Wendy provided my startup company with a QuickBooks solution to my accounting needs. Wendy provided excellent accounting service. I happily endorse Wendy's accounting service."

**Brenda Powers owner of Jane Labs, LLC**

"Wendy has been a tremendous help in creating accurate and audit-proof records. And is a delight to work with. I am considering using her as a personal secretary because of her professional style and integrity and because of how secure I feel in having her handle my most personal as well as business records."

**Connie Portele**

"Wendy has been an excellent addition to my business. Most of all I appreciate her patience with me. Wendy know QuickBooks and gives me updates when I need them. She really cares about your business and making sure you get the most out of her services. I would recommend Wendy to any small business owner."

**Brent Eberle owner of BRecruiting**

## Payroll Management

- Email the hours/timecards & I create the pay checks.
- New hire packets.
- Direct Deposit or paper checks.
- Tracking of sick days.
- Tracking of time off.
- Tracking of 401K.
- Research and signup of health insurance benefits.
- Typing and designing employee manual.
- Verifying I9s with the USCIS.
- EDD & IRS payroll tax reporting.
- Tracking employee time in T-Sheets.
- Tracking of Workman's Compensation Insurance.
- Workman's Compensation reporting & Audits.
- Data Transfer of hours from T-Sheets to QuickBooks
- Invoicing clients with the from T-Sheets data.
- Prevailing Wage Payroll Setup and Reporting.
- Certified Payroll Reports and Online Portal reporting.
- Tracking Fringe Benefits.

## Awards

- 2004 Retail Sales Growth
- 2004 Winner of National Curb Appeal
- 2004 Storage Star Club Award 4th Quarter