

# Andrea Quinonez

## **Accounting**

Dacono, CO 80514

[andreaquinonez75\\_myn@indeedemail.com](mailto:andreaquinonez75_myn@indeedemail.com)

+1 720 340 6701

Responsible business professional proficient in Microsoft Office and accounting responsibilities. Passionate and motivated with a drive for excellence.

Authorized to work in the US for any employer

## Work Experience

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### **Bookkeeper/Administrative Assistant**

Trigger Time - Longmont, CO

November 2022 to Present

Office Manager

Bookkeeping/Quickbooks

Bank Reconciliation

Membership

Collecting payments

Accounts Payable

Accounts Receivable

Daily cash balancing

Payroll

AIM POS

Access

Excel

### **Accounting Clerk/HR**

Star Precision - Frederick, CO

April 2020 to October 2022

Responsible for the preparation and disbursement of the semi-monthly payroll using ADP for 60+ Employees.

Preparing financial documents such as invoices, bills, and accounts payable and receivable. Profit key, Excel, Outlook, Word, Shipping & Receiving, A/R, Collect and disburse funds from cash accounts to pay bills or invoices.

Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.

Daily Cash Applications and reconciliation.

Onboarding of new hire employees, ensuring all paperwork is accounted for and notarized as needed. Set up new hire employees in timeclock systems and payroll. Bookkeeping and records updating ensuring

accuracy and validity of information. Payroll completion and tracking of employee time off and sick leave.  
Reconciliation of bank and credit card accounts

HR Functions:

Hire, terminate. Health, life, vision & dental insurance.

### **Caregiver P/T Weekends Fill In**

Always Best Care Senior Services - Longmont, CO

September 2021 to December 2021

Cared for Seniors.

Provided companionship

Helped with med reminders, personal care, meal prep, light house keeping.

### **Accounting Associate**

Eugene Reynolds CPA - Colorado

November 2018 to October 2019

Assist accountants with audits, bookkeeping, clerical duties, and managing accounts. Resolve outstanding payments through communication with departments, vendors, and clients. Process, record, and pay invoices, bills, and other transactions. Preparation of individual and business tax returns. Scheduling and Data entry. Bank and credit card reconciliations, Payroll. General Journal Entries. QB Desktop & Online

### **Tax Associate (School Internship)**

JKS Tax Prep - Longmont, CO

October 2018 to November 2018

Responsible for income tax preparation for individuals and companies. Identifies potential tax credits and liabilities and ensures accurate and complete returns are filed in a timely manner. Completes tax forms in accordance with policies and in compliance with legislation and regulations. Filing, Answering Phones, Greeting Clients, Scheduling, Bookkeeping, Invoicing. QB desktop & Online

- Externship\*

### **Administrative Assistant**

Tax Tiger - Brighton, CO

May 2017 to June 2018

Responsible for income tax preparation for individuals and companies. Identifies potential tax credits and liabilities and ensures accurate and complete returns are filed in a timely manner. Completes tax forms in accordance with policies and in compliance with legislation and regulations. Filing, Answering Phones, Greeting Clients, Scheduling.

\*company closed June 2018\*

### **Assistant/Direct Mail Sales**

Tax Tiger - Brighton, CO

August 2013 to May 2017

Answer telephones take messages, or transfer calls to appropriate individuals.

Create, maintain, and enter information into databases.

Collect and deposit money into accounts, disburse funds from cash accounts to pay bills or invoices, keep records of collections and disbursements, and ensure accounts are balanced.

Profit and Loss Statements, Prepare Simple Tax Returns.

Open, read, route, and distribute incoming mail or other materials and answer routine letters.

Conduct searches to find needed information, using such sources as the Internet.

Quick Books

Excel

Google

## Education

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### **Associate in Business & Accounting--4.0 GPA**

Institute of Business and Medical Careers - Longmont, CO

January 2017 to December 2018

## Skills

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- CUSTOMER SERVICE
- EXCEL
- OUTLOOK
- WORD
- QUICKBOOKS
- Administrative Support
- Data Entry
- Accounts Receivable
- Accounting
- Payroll
- Accounts Payable
- MS Office
- Microsoft Word
- Bookkeeping
- Filing
- Microsoft Office
- Tax Experience
- Journal Entries
- General Ledger Reconciliation
- General Ledger Accounting
- Auditing
- Account Reconciliation
- Bank Reconciliation
- Office Management
- Employment & labor law
- Typing

- QuickBooks Online
- Payroll
- CNA Training
- Microsoft Excel
- Forecasting

## Awards

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### **Presidential Award 4.0 GPA**

August 2018

Seven Presidential 4.0 GPA Awards throughout my college education.

### **Star Student Award**

April 2018

Leadership, academic excellence, professionalism, perfect attendance and a dedication to my particular area of study.

Peer Tutoring

### **Honors**

December 2018

Graduate Honors

## Assessments

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### **Attention to detail — Highly Proficient**

October 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

### **Work style: Reliability — Highly Proficient**

January 2020

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

### **Medical receptionist skills — Highly Proficient**

March 2021

Managing physician schedules and maintaining accurate patient records.

Full results: [Highly Proficient](#)

### **Customer focus & orientation — Highly Proficient**

December 2020

Responding to customer situations with sensitivity.

Full results: [Highly Proficient](#)

## **Accounting skills: Bookkeeping — Highly Proficient**

April 2021

Calculating and determining the accuracy of financial data

Full results: [Highly Proficient](#)

## **Attention to detail — Highly Proficient**

March 2022

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Additional Information**

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### **KEY SKILLS**

- \* Proficient in Microsoft Excel, Word, Outlook and PowerPoint
- \* Perform computerized (QuickBooks) bookkeeping functions
- \* Comfortable with conflict resolution and problem solving
- \* Ability to communicate effectively both verbally and written
- \* Excellent customer service skills and a strong team member
- \* Keyboarding accuracy at 50 wpm