

Julienne R Bosk

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PROFICIENCIES

- Accounts payable
- Reconcile general ledger
- Developing spreadsheet reports
- GAAP
- Manage multiple priorities
- Maintaining accounting system
- Reconcile bank statement
- Organized/Efficient
- Self-Motivated
- Budget Analysis
- Human resources
- FLSA

COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- MAS90
- Microsoft Outlook
- Office Timesheet
- Microsoft Access
- QuickBooks
- Training on SAP
- Peachtree

PROFESSIONAL EXPERIENCE

Southwest Adams County Fire District -Denver, CO
Executive Administrative Assistant

1/2013- present

Set up QuickBooks accounting software correctly and assist others in running it correctly. Supervise Accounts Payable and assign task. Process payroll for 40 employees; prepare check run and ACH transactions. File all quarterly and annual tax reports Conduct Human Resources duties. Keep confidential and sensitive information about staff to include scanning and documenting. Prepare general ledger entries by maintaining records and files: reconciling accounts. Prepare financial statements by gathering, auditing and analyzing information. Maintain and analysis budget thoroughly. Supervise employees in the administrative department.

Farmers Reservoir & Irrigation Co - Brighton, CO
Staff Accountant

6/2007-6/2012

Responsibilities:

Temporary assignment thru AccounTemps and was hire on as permanent in January, 2008. Correspond with shareholders regarding their assessment balances, and enter their payments into MAS90. Analyzing, verify, code invoices and enter into accounting system. Correspond with vendors. Process payroll for 35 employees; prepare check run and ACH transactions. Prepare general ledger entries by maintaining records and files: reconciling accounts. Prepares consolidated cash flow by gathering and analyzing information. Maintain MAS90 accounting system with updates and contributes to team effort by assisting MAS90 or other project.

Alpine Access -Denver, CO
Customer Service Representative

3/2005- 6/2007

Responsibilities:

Work from home. Assist customers with orders for Office Depot. Process credit application for American Express

Rocky Mountain Land & Sea - Aurora, CO
Accounting Manager

3/2000-10/2002

Responsibilities:

Prepare sale tax for four states, prepare property tax. Prepare general ledger entries by maintaining records and files: reconciling accounts. Analyzing, verify, code invoice and enter into accounting system. Correspond with vendor

Wembley USA - Commerce City, CO
Accounting Assistant

1/1998-3/2000

Responsibilities:

Prepare general ledger entries by maintaining records and files: reconciling accounts. Analyzing, verify, code invoice and enter into accounting system. Correspond with vendors. Prepare month closing and financial statements. Process tote reports on Access

CONTRACT AND VOLUNTEER WORK

- Substitute Teacher
- Independent Insurance Auditor
- Volunteer at Brighton Charter Schools
- Prepare business and individual tax form

EDUCATION AND TRAINING

Front Range Community-Westminster, CO
Associate Degree in Accounting

Colorado Technical University
Currently enrolled to receive Bachelor's Degree in Accounting