

Caitlin Miller

Exceptionally Rounded Experienced Employee
caimil1993@gmail.com

Austin, TX 78726
+1 512 738 1002

Work Experience

Accounting Clerk

Goodwill Industries of Central Texas
March 2022 to Present

- Reconcile vendor AP extracts to Goodwill's AR invoices using pivot tables and index matching within Microsoft Excel on a weekly basis
- Professional correspondence with vendors regarding discrepancies and outstanding invoices on a weekly basis
- Apply payments from vendors to corresponding invoices, create and apply credit memos and debit memos to invoices appropriately
- Post reversing journal entries for accrued accounts, as well as regular journal entries for regular accounts, and create monthly invoices to send out to vendors on a monthly basis

State Account Coordinator

GSG Talent Solutions
March 2021 to March 2022

- Entrusted with managing several large accounts from state agencies that fund various temporary employee jobs
- Assigned various projects that pertain to the fluidity of the company as well as creating better standard operating procedures
- Establish weekly meetings with Accounts Receivable department to solve any invoicing issues
- Assist recruiters and manager with data entry training for invoicing and billing purposes
- Use V-Lookup to send emails to purchasers about purchase orders that are expiring and/or running out of funding

Tax Support Specialist

RSM US LLC
March 2020 to January 2022

- Act as a first-point in contact
- Deal with correspondence and phone calls
- Schedule and manage meetings and appointments
- Scan working papers to database for tax associates to prepare

Tax Preparer Intern

Crowe-Horwath LLP
October 2019 to January 2022

- Assist in the preparation of corporate, partnership and individual tax returns, keeping clients and employers in compliance with IRS regulations
- Assess prior-year tax returns to ensure accuracy of current-year tax returns
- Identify potential tax credits and liabilities and ensure accurate and complete returns are filed in a timely manner

Admin Coordinator/Payroll Clerk

GSG Talent Solutions

October 2020 to March 2021

- Upload candidate DocuSign papers, Direct Deposit info, and I-9 Documents into Google Drive
- Enter candidate's information into Salesforce, E-Verify and ECM/CaseWorthy
- Enter placement/assignment information into ECM/CaseWorthy via Weekly Placement Report
- Use V-Lookup to send respective candidate emails who are eligible for health insurance through work
- Assist Lead Payroll Specialist in entering timesheets, submitting and approving time, and communicating with clients

Bookkeeping Assistant

Alonso Camara Insurance Agency

July 2020 to October 2020

- Enter invoices into Quickbooks for vendors and customers
- Verify that invoices were paid by vendors and customers
- Review bank reconciliations on a weekly basis
- Objectively review each business units' business process
- Evaluate the efficacy of risk management procedures that were currently in place
- Assist in protecting against fraud and theft of the organization's assets

Education

Bachelor of Applied Science in Accounting
May 2017 to May 2019

Ferris State University

Associate of Applied Arts in Applied Arts
December 2015 to May 2017

Southwestern Michigan College

Skills

- ADP Payroll Systems
- Google Drawings
- Google Slides
- AMS 360 Management Software
- Quickbooks Accounting
- Macintosh (MAC) Operating System
- SQL
- Microsoft Access
- Google Sheets
- Thomson Reuters Tax Preparation Software
- Google Docs
- Microsoft Word
- Salesforce Enterprise Management Software
- Microsoft Excel
- CCH Axcess Tax Preparation Software
- Microsoft PowerPoint
- Windows Operating System
- ECM/Caseworthy Case Manager Software
- DocuSign
- Accounts Payable
- Risk Management
- General Ledger Accounting
- Forecasting
- Accounts Receivable
- GAAP
- General Ledger Reconciliation
- Microsoft Dynamics GP
- Internal Audits
- SOX
- Account Reconciliation
- Pivot tables
- Accounting
- Budgeting
- Journal Entries
- Bank Reconciliation

Assessments

Spreadsheets with Microsoft Excel — Expert September 2022
Knowledge of various Microsoft Excel features, functions, and formulas
Full results: Expert

Bookkeeping — Highly Proficient September 2022
Calculating and determining the accuracy of financial data
Full results: Highly Proficient

Managing accounts in Quickbooks — Familiar September 2022
Using Quickbooks software to manage business financials
Full results: Familiar

Attention to detail — Expert September 2022
Identifying differences in materials, following instructions, and detecting details among
distracting
information
Full results: Expert

Project timeline management — Expert September 2022
Prioritizing and allocating time to effectively achieve project deliverables
Full results: Expert