

CHRYSTAL PRENTICE

Frederick, CO

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Authorized to work in the US for any employer

Work Experience

Bookkeeper/Tax Preparer

Soukup Bush & Associates - Fort Collins, CO

Present

Bookkeeping duties include journal entries, bank reconciliations, creation of financials, creation of 1099's. Have also worked with 1040 tax preparation and 401(k) audits.

Branch Manager

LMS Bearings - Lafayette, CO

January 2006 to November 2021

Build relationships and provide customer service
Product knowledge to meet customer needs
Obtain competitive pricing from domestic and overseas sources for quoting
Order entry - customer - keeping customers informed on delivery of order
Purchase order entry - vendor
AP, AR, invoicing, payroll, general journal, statements
Receive inventory and process shipments
Liaison with customs broker
Manage incoming shipments
Reporting to management on sales projections and any new projects

Accounting Manager

Books West/Bllogistics - Boulder, CO

2003 to 2005

A/R, A/P, bank reconciliation, general journal

Office Manager

Pruett Publishing - Boulder, CO

1991 to 2003

Managed over 1800 customers - processed orders, managed questions/concerns.
Accounting responsibilities - A/R, A/P, statements, invoicing, payroll, general journal
Managed inventory at three locations.

Education

Bachelor of Fine Arts in English

University of Colorado Boulder - Boulder, CO

1990 to 1994

Skills

- Account Reconciliation
- Accounts Payable
- Balance Sheet Reconciliation
- Bank Reconciliation
- Financial Report Writing
- General Ledger Accounting
- Journal Entries
- QuickBooks
- Microsoft Nav
- P21
- Microsoft Office
- Self Motivated
- Strong work ethic
- Microsoft Dynamics GP
- Order Entry
- Accounts Receivable
- Payroll
- Data Entry
- Office Management
- Financial Statement Preparation
- Tax Experience