

ISABELLA BERNARD
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SUMMARY OF QUALIFICATIONS

Accomplished Accounting and Administrative Professional.

Experienced in managing the full accounting cycle and daily bookkeeping tasks, generating financial statements, developing budgets, processing payroll, providing HR functions and office administration.

Proactive, detail oriented, committed to providing quality support to the company and clients.

PROFESSIONAL EXPERIENCE

Dec 2020 – Nov 2022

Staff Accountant

Great Western Lodging, Breckenridge, Colorado (*remote position*)

Management for vacation rentals & Homeowners Associations

Financial management for 3 Homeowners Associations and 225 vacation rentals. Tasks include generating annual budgets and monthly financial reports, month end closing, AR, AP and account reconciliations. Vendor management, cash flow monitoring and monthly ACH drafts. Strong administrative and client support.

- Created checklists for tasks and reoccurring payments to increase transparency
- Improved collections of outstanding balances from rental property owners
- Audited accounts and caught up on reserve account transfers and journal entries

Oct 2019 – Dec 2020

Office Administrator/Bookkeeper

E3 Signs & Forefront Construction, Loveland, Colorado

Commercial sign contractor & General contractor for owner's commercial property

Maintaining accurate financials for three business entities. Daily bookkeeping entries, financial reports, reconciliations, processing payroll, onboarding of new staff members. Responsible for administrative tasks such as vendor management, assembling construction draws, filing sales tax, maintaining company insurances, contractor licenses and fixed assets.

- Significantly improved the office organization resulting in improved access and transparency
- Continuously supplied owner with relevant, managerial accounting information
- Enrolled e3signs as a subcontractor with general contractors to ensure bidding opportunities

March 2016 – March 2019

Accounting Associate

BioInformatics Inc.; Life science market research company in Arlington, Virginia

Growing research data provider serving Fortune 500 and international companies

Responsible for project specific invoicing of services. Meticulous follow up on receivables. Timely rendering of payables upon verification of the expense. Reconciled cash and subsidiary ledger accounts. Prepared and analyzed financial reports and data. Posted journal entries to defer, recognize or otherwise adjust. Maintained fixed asset depreciation schedule. Job costing and profit margin analysis to determine project profitability. Periodic review of general ledger.

- Participated in establishing the company's yearly budget and project related budgets
- Posted entries to multiple company accounts and reconciled the intercompany account
- Completed the work according to the accounting principles and company policy

Feb 2013 – Feb 2016

Office Manager

New Target, Inc.; Website-development and IT service company in Alexandria, Virginia

Serving government, corporate, non-profit and retail clients

Invoiced corporate and government clients for contract milestones, recurring and hourly services. Managed vendors and independent contractors, including agreements and 1099 forms. Calculated and rendered timely payment for all payables, sales commissions, business taxes and licenses. Responsible for monthly employee

payroll. Administered 401K, healthcare and insurance benefits, including enrollment, updates and audits. Employee on/off boarding and general office organization.

- Independently managed the company's accounting, HR and office organization
- Decreased receivable balance by 50%, therewith improving cash flow
- Proactively monitored GSA contracts to ensure compliance and assisted in passing GSA audit

Feb 2011 – Feb 2013

Administrative & Accounting Coordinator

National Center for Homeopathy; Non-profit organization for holistic health in Alexandria, Virginia
National US organization for Homeopathy

Recorded and posted cash receipts and reconciled related accounts. Tracked grant funds and reconciled expenses against budgets. Assisted in coordination of the quarterly fundraiser. Analyzed profitability of fundraisers and multiple other projects. In charge of registration as part of the yearly conference planning committee. Streamlined the attendee check-in process.

Provided quality service to members of the organization, the board of directors and colleagues.

- Reduced expenses by lowering the print volume of the quarterly publication
- Recommended changes to member correspondence which were adopted by the board
- Provided documentation to the outside accountant for the yearly audit

June 2006 – Oct 2010

Real Estate Assistant/Administrator/Bookkeeper

Sotheby's Realty/Santa Fe Realty Partners/Casitas de Santa Fe

Real estate agencies, vacation rental company and property owners in Santa Fe, NM

Supported top producing agents in the sales and purchases of residential property. Prepared and distributed relevant and required documentation. Meticulously tracked contractual timelines and coordinated transactional elements with clients, contractors and peers. Maintained accurate and current client files, forms and documents in hardcopy and digital format. Managed marketing, booking, guest services, maintenance and bookkeeping for several vacation rentals.

- Contributed to the agent's productivity by being proactive, detail oriented and reliable
- Improved client satisfaction by generating detailed marketing reports summarizing sales efforts
- Increased revenue of vacation rentals by 30% through consistent marketing and follow-up

EDUCATION

July 2010

Associate's Degree in Business Administration/Accounting, Santa Fe Community College, New Mexico

February 1992

Bachelor's Degree in Science, with focus in Medical Technology, NTK Landau, Germany

CERTIFICATIONS

Sep 2014: QuickBooks Certified User Pro/Premier 2014 Certification by Intuit

Feb 2010: Microsoft Certified Application Specialist

SOFTWARE EXPERIENCE

Accounting:	QuickBooks Pro and Enterprise, TRACK Hospitality Software, Oracle Netsuite
Payroll:	Prime Pay, Intuit Payroll, Insperity Timestar
Administrative:	Excel: Intermediate formulas, charts & graphs, basic pivot tables Word: Formatting, reviewing & tracking changes, protecting, mail merging
Cloud storage:	Google Drive, Dropbox, Sharepoint
Project tracking:	Autotask, Asana
Communication:	Outlook, Gmail, Microsoft Teams, Skype Messenger