

Janine Fuchs

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. To find a challenging Position that I can grow in.

Authorized to work in the US for any employer

Work Experience

Bookkeeper

Alternatives Financial Services, LLC - Longmont, CO
October 2011 to January 2013

Bookkeeping for Court Ordered
Conservatorships, Direct Client Contact and Customer service

Bookkeeper

Cook and Co CPA's - Arvada, CO
January 2007 to August 2008

tax, Payroll Taxes, W2's, GL and JE Quickbooks, Excel, Outlook, ADP, Paychex, 1099's, Word, Client communication, Peachtree Quantum, Creative Solutions, On-site data entry for clients.

Bookkeeping

Debt-Set, Inc - Boulder, CO
August 2006 to January 2007

Company closed

Secretary

Accounting Dept. Excel/QuickBooks
1992 to 2006

Treasurer Upscale Resale, Inc.

Took care of all aspects of payroll, accounts payable, sales. Full knowledge of Peachtree Acct thru the

Office Manager

Tom Ruggiere Construction
1988 to 1989

Other Info about me:

I have been married for 31 Years to my High School Sweetheart. Previous Treasurer for The Legacy Baseball Boosters program and Broomfield Baseball League 1 have 3 children a Daughter who is married and 2 sons, one whom is Married and in the Marine Corps. and 10 grandchildren.

Education

High school or equivalent

Ramsey High School - Ramsey, NJ

1978

Skills

- I have worked in the accounting business for over 30 years. I owned my own Business for 14 years. I am a hard worker and fast learner.
- Accounts Payable
- Accounts Receivable
- Bookkeeping
- Quickbooks
- Tax Preparation
- Accounting
- Microsoft Word
- Microsoft Office
- Paychex
- Payroll
- Financial Report Writing
- General Ledger Accounting
- Office Management
- Journal Entries
- Bank Reconciliation
- Balance Sheet Reconciliation

Assessments

Accounting Skills: Bookkeeping — Proficient

February 2020

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Accounting skills: Bookkeeping — Proficient

February 2020

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Attention to detail — Proficient

January 2021

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

Full results: [Proficient](#)

Principles of accounting — Familiar

January 2021

Preparing financial records according to federal policies

Full results: [Familiar](#)

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