

Kevin Moloney

Bookkeeper, Payroll Specialist, Tax Preparer

Fort Collins, CO 80525

kevinmoloney29_38w@indeedemail.com

+1 316 573 2165

Authorized to work in the US for any employer

Work Experience

Bookkeeper

Fort Collins Restoration & Design - Fort Collins, CO

March 2021 to September 2022

Working for Roofing Company. I was responsible for for three different entities. I was tasked with A/P, Cash Management, Keeping track of Inventory, some A/R and Payroll.

Payroll Specialist

CheckMark Inc - Fort Collins, CO

March 2019 to March 2021

CheckMark is a Payroll and Accounting Software Company. I work in the Payroll Services Department. I handle 10-12 clients payrolls from a variety of states. This includes regular tax deposits, quarterly and year end reports. I have 6 bookkeeping clients. I also do regular testing of the software as well as research.

Accounting Specialist

Tally Services - Fort Collins, CO

July 2018 to January 2019

Responsible for Bookkeeping and Payroll for a variety of companies. This included A/P and A/R, tax deposits, quarterly reports and monthly financials.

Assistant Warehouse Manager

Exodus Moving & Storage - Fort Collins, CO

June 2017 to June 2018

Responsible for the organization of the warehouse. Including tracking inventory and logging of items in storage going in and out. Ordering supplies, prepping trucks and trailers for moves. Taking care of logistics for both clients personal items as well as corporate storage. When I took over the position, the company had no system of knowing exactly what was in the warehouse. I created such a system and have done all of the upkeep.

Tax Preparer

Jackson Hewitt Tax Service

January 2017 to April 2017

responsible for providing quality customer service and real-time results with the intention of fostering repeat business.

Warehouse Associate

GT Midwest - Wichita, KS

May 2016 to December 2016

Team member responsible for shipping and receiving, inventory control and audits for the largest warehouse in a \$30M+ business. Required and certified to operate a forklift.

Head of Payroll Department

David Jabara, CPA - Wichita, KS

1994 to May 2016

Kansas

Head of Payroll Department, accountable for 30+ client accounts including payroll, tax deposits, W2s, and completing quarterly and annual payroll reports. Also provided full sets of books and financials for several companies, individual, corporate and sales tax returns, and accounts payable services.

Bookkeeper

Pro Line Printing - Dallas, TX

1999 to 2000

Accountable for book keeping, payroll, accounts payable and receivable.

Education

Some college

Skills

- MAS 90 (10+ years)
- MS Office (10+ years)
- Quickbooks (10+ years)
- Accounting Software
- Tax Experience
- Software Testing
- Accounts Receivable

Certifications and Licenses

Forklift Certified

Additional Information

Technical Skills:

Proficient in MAS 90, Pro Systems FX, Quickbooks, MS Office Suite