

Melissa Anderson

Full Charge Bookkeeper - Colorado Pool Experts

Aurora, CO

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Technically skilled bookkeeper responsible for the full charge bookkeeping function. Able to efficiently prepare the complete set of financial statements as well as manage accounts payable, accounts receivable and staff payroll. Competent in maintaining accurate company-wide financial records and producing timely financial reports. Proficient in a number of accounting software applications. A hard worker with a reputation for confidentiality and integrity.

Authorized to work in the US for any employer

Work Experience

Full Charge Bookkeeper

Colorado Pool Experts - Englewood, CO

August 2014 to January 2023

- Perform bookkeeping for all financial transactions using QuickBooks software.
- Administer accounts payable and receivable.
- Analyze financial data and produce financial reports.
- Process weekly employee payroll for approximately 20 employees.
- Complete month end closings.
- Calculate and prepare tax payments.
- File monthly, quarterly and annual tax reports.
- Prepare financial statements.
- Reconcile and balance bank and credit card accounts.
- Manage budgets and chart of accounts.
- Perform general administrative duties as required.

Full Charge Bookkeeper

DCS Construction Services - Denver, CO

May 2009 to May 2014

- Perform bookkeeping for all financial transactions using QuickBooks software.
- Administer accounts payable and receivable.
- Analyze financial data and produce financial reports.
- Process weekly employee payroll for approximately 50 employees.
- Complete month end closings.
- Calculate and prepare tax payments.
- File monthly, quarterly and annual tax reports.
- Prepare financial statements.
- Reconcile and balance bank and credit card accounts.
- Manage budgets and chart of accounts.
- Perform general administrative duties as required.

Customer Service Manager

Premier Communications - Littleton, CO

March 2005 to May 2009

- Managed daily call center operations.
- Trained and supervised between 15-20 customer service representatives.
- Developed and implemented staff training programs.
- Dealt with customer issues in a courteous manner.
- Ensured that the rules of conduct were adhered to during each call.
- Monitored staff calls for quality assurance purposes.
- Prepared staff schedules.
- Approved time off requests.
- Disciplined staff not following call center procedures on calls.
- Ensured call center was achieving maximum effectiveness.
- Performed other duties as assigned.

Education

Bachelor of Science in Business Management

South Texas Community College - McAllen, TX

1998

Skills

- Microsoft Office (10+ years)
- Quickbooks (10+ years)
- Accounting (7 years)
- Bookkeeping (10+ years)
- Customer Service (10+ years)