

Misty Bell

Bookkeeping Manager - Alpha Recovery Corp

Aurora, CO 80018

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Professional Summary

Accounting

- 22 years of accounting experience
- A/R: Billing, posting payments, statements, & collections
- A/P: Purchase orders, posting invoices, expenses, & check runs
- Payroll: Manual & Automated. Enter time, deductions, & adjustments
- CPA assistance
- Cloud Based accounting
- Month end closing
- Taxes: 1099, Payroll, sales, & property
- Inventory: Counting, adjustments, transfers, & COGs
- Journal Entries (payroll, inventory, adjustments, import/export)
- Reconciling bank & chart of accounts
- Financial Reports: Income, balance, cash flow, & budgets (consolidated & cost centers)
- Audits: Internal & external
- Very knowledgeable of accruals, prepaid accounts, assets, liabilities, terms, discounts, aging reports, consolidations, cost centers, and conversions.
- Banking: Daily balancing, deposits, wires, research, & adjustments

Management & Leadership

- Managed financials for a non-profit organization, government billings, & franchises with multiple locations.
- Provide training to temps, new hires, & co-workers
- Create and update procedures for daily accounting functions, month end & year end closings.
- Produce internal memos, calendars, & database
- Excellent priority management and problem solving skills in order to meet deadlines
- Expertly administered the tracking of all accounting functions.
- Handled the completion of paperwork, computer input, and filing/distribution of reports as necessary.
- Contributed in the improvement of jobs and departmental operations by recommending effectual ideas and inputs.
- Exemplified versatility and multitasking skills in performing other duties as assigned by the Operations manager.
- Strongly believe in teamwork, accountability, commitment, & dedication.
- Product presentations
- Company enrollments
- Recruiting
- Event coordination
- Oversee fundraising
- Mentoring

Customer Service and Relations

- Regularly interacted with customers to provide information in response to inquiries about services as well as to address and resolve complaints in a timely manner.
- Built and cultivated long-term quality relationships with customers to provide total satisfaction and to generate referrals and repeat business.
- Served as key point of contact for overall accounting concerns and relevant matters.
- Regularly interacted with customers and vendors
- 6 years of Call Center experience
- Strong communication and negotiation skills.
- Respond to customer or vendor inquiries, primarily by telephone and email.
- Ability to tactfully handle stressful and difficult situation.
- Handles confidential financial and personal information appropriately.
- Detailed oriented and works with high degree of accuracy.

Clerical Support

- Oral and writing skills
- Data Entry, typing, and 10-key
- Scheduling ability: Training, meetings, appointments, and travel arrangements
- Office equipment: Phones, fax, scanner, computer, calculator, & postage machine.
- Maintain and order office supplies
- Process applications

Willing to relocate to: Dallas, TX

Authorized to work in the US for any employer

Work Experience

Bookkeeper

Sound Advice-Denver, CO

July 2022 to Present

Provide bookkeeping services for small business

Bookkeeping Manager

Alpha Recovery Corp-Greenwood Village, CO

February 2015 to August 2022

Accounting Billing Specialist

URS-Denver, CO

2012 to 2015

Accounting Manager

Platte River Industries/Auntie Anne's Pretzels-Denver, CO

2004 to 2010

Accounts Receivable Manager

Rocky Mountain Internet-Denver, CO

1998 to 2001

2001

Education

Accounting Degree in Business Management

Community College of Aurora-Aurora, CO

High school diploma or GED

Associate's degree in Accounting

Skills

- Accounts Payable (10+ years)
- Accounts Receivable (10+ years)
- Bookkeeping (10+ years)
- CREDIT (6 years)
- CREDIT SCORES (10+ years)
- Journal Entries
- General Ledger Accounting
- Financial Report Writing
- Tax Experience (6 years)
- Account Reconciliation
- Bank Reconciliation (10+ years)
- Balance Sheet Reconciliation (10+ years)
- Office Management
- QuickBooks (10+ years)
- Sage (7 years)
- Microsoft Dynamics GP
- Auditing
- Financial Statement Preparation (10+ years)
- Data Entry
- Payroll (10+ years)
- Financial Analysis
- GAAP
- Accounting (10+ years)
- Accounting software
- Microsoft Office
- Financial record maintenance
- Organizational skills
- Microsoft Outlook
- Attention to detail
- QuickBooks Online (6 years)

- Microsoft Word
- Time management
- Bookkeeper experience
- Customer service
- Microsoft Excel

Certifications and Licenses

Full Charge Bookkeeping

May 2014 to Present

General Business

May 2014 to Present

Managerial Accounting

March 2017 to Present

Individual Tax Preparation

May 2014 to Present

Certified Bookkeeper

Certified Bookkeeper

Additional Information

Self-starter, quick-learner, and motivated professional with combined adeptness in accounting and management. Adept at providing personnel assistance in identifying, evaluating, and resolving accounting issues. Known for having a keen eye for details with proven effectiveness in multitasking within competitive, high-impact, and fast-paced environment while juggling multiple priorities simultaneously. Strong computer skills and exposure to several operating systems, applications, and programs. I'm seeking a position with a progressive company that will enable me to utilize and increase my skills while working in atmosphere where stability and growth are promoted.

CORE COMPETENCIES

- Accounts Receivable
- Accounts Payable
- Payroll
- Bookkeeping
- G/L Posting
- Conversions
- Reconciling
- Financial Reports
- Audits
- Procedures