

Samara Ritter

Accountant

Evans, CO 80620

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Analytical, detail-oriented professional with expertise in performing and implementing bookkeeping, accounting procedures, and balancing accounts for maintaining efficient workflow of financial operations. Proven capability of handling requests in a timely manner, maintaining records, performing month-end, and year-end closing procedures. Ability to analyze complex situations and research information to develop sound ethical solutions. Equipped with excellent communication, organizational, and interpersonal skills to establish and maintain effective working relationships across cross-functional teams, clients, and diverse individuals.

Willing to relocate to: Greeley, CO - Denver, CO -

Authorized to work in the US for any employer

Work Experience

Senior Associate Bookkeeping Expert

Intuit - QuickBooks Live

February 2022 to Present

- Monitor and complete up to 35 client's books; service and retail industries.
- Utilize project management skills to ensure complete and correct books and financial statements with a team of 4 bookkeepers.
- Utilize the most up to date Quickbooks Online software and tools to monitor client's books on a weekly and monthly basis.
- Seek opportunities to improve business' bookkeeping and complete full cycle accounting monthly.
- Ensure client's understand the financial statements presented to them.
- Help clients to understand and utilize QuickBooks Online efficiently.

Staff Accountant

JB Advisory Group LLC - Lafayette, CO

July 2022 to March 2023

- Work with multiple small to medium businesses, investors, and CPAs to ensure accuracy of all transactions. Many have multiple locations. Several conduct business in foreign countries and currencies.
- Managing Accounts Payable and Receivable.
- Sales Tax Management using TaxOps, Avalara, and Tax Jar.
- Complete month end and year end close processes.
- Analyze financial information and present financial statuses.
- Analyze and improve accounting processes, daily workflows, and job processes.
- Implement processes and 3rd party software and to save time and money.
- Create the means to be able to forecast and budget accurately in the future.
- Calculate deferred revenue, accrued expenses, EBITDA, etc.

- Industries include manufacturing & retail, restaurants, graphic design, mental health professionals and facilities, residential and business rentals, Airbnbs, landscaping, insurance agencies, and venture capitalists.

Accountant, Remote

EDIC LLC - Bristol, CO

October 2019 to July 2022

- Perform full cycle accounting in accordance with GAAP including categorization, reconciliation of asset and liability accounts, and formulate financial statements on monthly basis.
- Review books and financial statements for accuracy.
- Prepare and file sales tax, estimated payments, payroll payments, 941/944, 940 and state unemployment and taxes (CO, KS, OK, PA).
- Create and implement effective strategies to boost small businesses revenues by 10-35%, lower expenses by 10%, and reduce tax liability.
- Provide full charge bookkeeping services to Churches, Film Production Companies, Nonprofit Film Festivals, Etsy Shops, Landscapers, Food trucks, and Insurance Agents with QuickBooks Online and QuickBooks Desktop: Mac.

CFO/Accountant

Buffalo Plains LLC - Lamar, CO

April 2017 to October 2020

- Utilized QuickBooks to perform all bookkeeping operations in accordance with GAAP and state laws.
- Carried-out multiple tasks, including conducting reconciliations, monitoring accounts payable and receivable, performing monthly close activities, preparing financial statements, and other ad-hoc tasks.
- Generate journal entries as needed.
- Adhered with all statutory and company requirements to ensure compliance.
- Provided support to formulate annual operating budget along with finishing quarterly tax returns and IFTA returns.
- Managed internal and external audit processes.
- Completed and reconciled multi-state payroll and unemployment (CO & KS) recording and tax returns.
- Spearheaded the management of administrative operations to sustain efficient workflow.
- Optimized financial and administrative operations to drive revenues by 80% between first two years and by 20% in second two years.

Bookkeeper/Tax Preparer/Owner

Traveling Tax Professionals - Ulysses, KS

January 1998 to May 2018

- Prepared income tax returns for individuals and business (Schedule C, 1065) in multiple states.
- Carried-out full cycle bookkeeping operations for Traveling Tax Professionals & Clients on Peach Tree and Quickbooks Desktop.

Education

Bachelor's of Science in Accounting - Will Graduate 8/2023

Regent University - Virginia Beach, VA

January 2021 to Present

Associate in Arts (AA) in Accounting

Lamar Community College - Lamar, CO

January 2008 to December 2009

Skills

- Financial Statement Preparation
- Bank Reconciliation
- General Ledger Accounting
- QuickBooks Online (6 years)
- Journal Entries (10+ years)
- Tax Experience (10+ years)
- Accounts Payable (5 years)
- Accounting
- Data Entry
- General Ledger Reconciliation
- Balance Sheet Reconciliation
- GAAP
- Bookkeeping
- Payroll (2 years)
- Customer service (10+ years)
- 10 key calculator (10+ years)
- Accounts Receivable (3 years)
- Payroll management (5 years)
- Writing Skills
- Organizational Skills
- Windows (10+ years)
- Mac OS (5 years)
- Financial accounting (10+ years)
- Non-profit accounting (2 years)
- Church accounting (2 years)
- Google Suite
- Peachtree (1 year)
- Apple Pages (5 years)
- Apple Numbers (5 years)
- Slack
- Communication skills
- Microsoft Office
- Financial Report Writing
- Double Entry Accounting (10+ years)

- Accounts receivable (10+ years)
- Accrual accounting (2 years)
- Modified Accrual Accounting
- Account Reconciliation
- QuickBooks Online Advanced ProAdvisor (Less than 1 year)
- QuickBooks Online ProAdvisor (4 years)
- Journal entries (10+ years)
- QuickBooks Desktop (7 years)
- QuickBooks
- Xero
- Double entry bookkeeping
- Accounting software
- Workday (1 year)

Certifications and Licenses

Certified Bookkeeper

November 2020 to Present

NACPB

Assessments

Principles of accounting — Expert

October 2021

Preparing financial records according to federal policies

Full results: [Expert](#)

Spreadsheets with Microsoft Excel — Highly Proficient

January 2022

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Highly Proficient](#)

Bookkeeping — Expert

January 2022

Calculating and determining the accuracy of financial data

Full results: [Expert](#)

Work style: Conscientiousness — Highly Proficient

January 2022

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Highly Proficient](#)

Managing accounts in QuickBooks — Expert

November 2021

Using QuickBooks software to manage business financials
Full results: [Expert](#)

Attention to detail — Highly Proficient

January 2022

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

Full results: [Highly Proficient](#)

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

Additional Information

- Sigma Beta Delta Honor Society inducted April 2021