

# TIFFANY BROOKOVER

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Accountant with over ten years of experience in a multi-tasking setting and customer service. Maintains communication between clients and third parties with confidentiality. Ensures payments and journals are logged and applied correctly. Effectively resolves problems as they arise.

## SUMMARY OF QUALIFICATIONS

- Extremely responsible and hard-working individual.
- Consistent track record of efficiency, attention to detail, organization, reliability and flexibility.
- Works well with individuals from various backgrounds as well as when put to projects individually.
- Computer skills: QuickBooks, Xero, A2X, Hubdoc, Bill.com, Gusto, Settle.com, SoftPro Select, GlobalConnect, ReloAdvantage, Oracle, Windows, Microsoft Word/Excel, Adobe Software, Foxit Reader, Quick Books Pro 2014, Commercial Legal Software. Easily adapt to new programs.
- Typing Speed (92 WPM)

### **Ecommerce Accountant**

**May 2021 - August 2022**

#### *Remote*

- Worked with multiple ecommerce clients doing their AP/AR, journal entering, reconciling, and month end closing.
- Held monthly meetings with controllers to review the books for the prior month.
- Ran payroll for clients on a regular basis ensuring their employees were paid timely.

### **Escrow Accounting Admin, First Integrity Title Co. July 2019 - May 2021**

#### *Aurora, CO*

- Worked with escrow staff to audit clients' bank information to ensure payments were sent correctly and timely.
- Managed daily/weekly/monthly audits and reports in Excel that include: outgoing wires, closed files with pending transactions, and closed files that were holding funds.
- Reconciled multiple bank accounts daily, created new ledgers, and ran month-end reports.

### **Expense Specialist, Graebel Companies**

**March 2016 - May 2019**

#### *Aurora, CO*

- Worked diligently with the consulting staff in order to audit policies and process payments to clients' employees for relocation.
- Used Excel spreadsheets to ascertain payments are and have went out correctly and are okay to be finalized for billing to the client.
- Confidentially audited banking information and made sure we had all we needed to get payment out timely.

### **Legal Assistant, Stokes & Wolf, P.C.**

**June 2013 - January 2016**

#### *Denver, CO*

- Coordinated attorney's court schedule with Outlook calendar.
- Aided the paralegal and attorney to meet demanding deadlines.
- Processed payments, invoices, and logged everything through QuickBooks and CLS.
- Prepared pleadings and letters merged through Word Perfect and e-filed through the court system.

### **Eaglecrest Highschool - Centennial, CO - Highschool Diploma**

- Two and a half years of Journalism classes and was in Newspaper as an editor and reporter.