Diane Kowalski

Bookkeeper

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SUMMARY

Bookkeeper with 5 years of experience managing full-cycle books for small businesses in QuickBooks Online and Xero. Closes the month in 4 business days, reconciles accounts for 8 bank and credit card feeds, and caught a $14,000 duplicate vendor payment in her first year on a new client. Comfortable running payroll and preparing books for tax season.

EXPERIENCE

Bookkeeper — Larkspur Accounting Group

Milwaukee, WI · Feb 2023 – Present

- Manage full-cycle bookkeeping in QuickBooks Online for 9 small business clients across retail, construction and professional services.
- Reconcile 8 bank and credit card accounts monthly, closing books within 4 business days and catching a $14,000 duplicate vendor payment during a client's first reconciliation.
- Run biweekly payroll for 45 employees across 3 clients in Gusto, with zero late or incorrect pay runs over 18 months.
- Prepare year-end books and 1099 filings for 9 clients, cutting the clients' tax prep time with their CPA by about a third.

Bookkeeper — Greenway Landscaping Co.

Milwaukee, WI · Mar 2020 – Jan 2023

- Managed accounts payable and receivable for a $3.2M landscaping business, processing 60 vendor invoices and 90 customer invoices a month.
- Reconciled bank, credit card and loan accounts monthly in QuickBooks Desktop, closing the month within a week every period for 2 years.
- Tracked job costing across 40 active landscaping jobs, flagging 5 jobs running over budget before they closed.

SKILLS

Software: QuickBooks Online, QuickBooks Desktop, Xero, Gusto, Bill.com

Core bookkeeping: Bank and credit card reconciliation, accounts payable/receivable, month-end close, journal entries

Payroll and compliance: Payroll processing, 1099/W-2 prep, sales tax filing

Office: Excel (pivot tables, VLOOKUP), Microsoft Office, basic job costing

CERTIFICATIONS

QuickBooks Online ProAdvisor Certification, 2022

EDUCATION

A.A.S. Accounting, Milwaukee Area Technical College, 2019

Fictional example by FindAJobAI: the person, employers and numbers are invented.