**Kristina Jacobs**

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**Novato, CA 94947**

**Office (415) 761-9211**

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**Objective**

Bookkeeping position

**SUMMARY OF QUALIFICATIONS**

* Strong accounting knowledge
* Detail oriented and efficient
* Certified bookkeeper in QuickBooks online
* Proficient in Word, Excel, QuickBooks Desktop, Online and Peachtree Accounting, Microsoft Office, Outlook, T-Sheets, Bill.com
* Project management experience
* Quick learner
* Self-motivated

**EXPERIENCE**

Accountant, 2014 to 2020

1. Demo Sport (QBD) – consultant, bookkeeper, San Rafael, California
* Assisted the Director with account receivables and payables (for clients in various professions)
* Reconcile accounts on weekly basis
* Prepared bi-weekly payroll journal entries
* Annually assisted with year-end budget preparation
* Office and project manager
* Filing quarterly sales tax
1. Hazelton Electric, Inc (QBD) – personal assistant, Corte Madera, California
* Office management
* A/P, A/R
* Assisting owner with his personal tasks
* Reviewing monthly reports
1. Wesco Fencing (Fencing) (QBO) – bookkeeper, Novato, California
* Assisted the owner with account receivables and payables
* Reconcile accounts on monthly basis
* Assisted with year-end budget preparation
* Office management
1. KLA Enterprise (Life Couching) (QBD) – bookkeeper, Greenbrae, California
* Assisted the Director with account receivables and payables
* Reconcile account on monthly bases
* Data collection for quietly bank accounts
1. Creswell Associates (QBO) – bookkeeper, Novato, California
* Assisted the Director with account receivables and payables
* Weekly bank reconciliation
* Prepared documentation for legal matters
* Prepared monthly reports, balance sheets
1. Stephen M. Schoen, M.D. (Psychiatry & Neurology) (QBD) – bookkeeper, San Rafael, California
* Assisted the Doctor with account receivables and payables
* Reconcile accounts on monthly basis
* Assisted with medical billing
* Office management
1. Grant and Associates (QBO) – bookkeeper, Oakland, California
* Assisted the owner with accounts receivables
* Weekly bank reconciliation
* Assisted with monthly and year-end budget preparation
1. Arthur C. Chamber (Attorney at Law) – personal assistant, Novato, California
* Office manager
* Assisting owner with any tasks
* Paralegal
1. Stan Pareto (Real Estate) (QBO) – bookkeeper, Novato, California

- Assisted the Doctor with account receivables and payables

* Reconcile accounts on monthly basis
* Office management
1. Essa Studio (QBO) – bookkeeper, consultant, Novato, California
* Assisted the Doctor with account receivables and payables
* Reconcile accounts on monthly basis
* Filing quarterly sales tax
1. Jaime Greene (Jaime Green the Solar Queen) (QBO) – bookkeeper, Novato, California
* Assisted the owner with account receivables and payables
* Reconcile accounts on monthly basis
* Assisted with year-end budget preparation
* Office management
1. Miconi Tile and Associates (QBO) – consultant, bookkeeper, San Rafael, California
* Assisted the Director with account receivables and payables (for clients in various professions)
* Reconcile accounts on weekly basis
* Prepared bi-weekly payroll journal entries
* Annually assisted with year-end budget preparation
* Office and project manager
* Filing quarterly sales tax

**EDUCATION**

* Linguistic University of Nizhniy Novgorod – major in hotel management and tourism business (4 years).
* Marin College – Accounting
* Member of Marin Bookkeepers Networking Resource