KIMBERLY KAY REEVES
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A Better Way Bookkeeping 09/2019 to Present (818) 271-4369
BOOKKEEPER/CONSULTANT
Full charge bookkeeping and consulting for small and medium size businesses focusing on day-to-day operations. Set up QuickBooks Online, general ledger/chart of accounts. Prepare monthly financial statements and year end reports. Provide bookkeeping and business management services to 50+ clients daily using QuickBooks online and desktop. Accounts Payable, bank and credit card reconciliations, payroll, tax prep, prepare 1099 forms, Sec. of State, property and business tax filings, Sales & Use tax, while working closely with an enrolled agent or CPA to resolve tax questions. Draft and review employee handbooks, HR handouts, policies and procedures for California and other states specifically labor/legal compliance. Assess corporate communications, examine payroll and finances to analyze opportunities, monthly and quarterly sales tax, Statements of Information, LA City Business tax renewals, payroll processing, audits, monthly bookkeeping, and business management services. Client reports, QuickBooks updates and training, attend meetings as requested. Former SHRM member, HR presentations, and attend lawyers "lunch & learn" seminars quarterly.

Work Force Staffing - Bakersfield, CA 06/2018 to 08/2019 (661) 327-5019
ACCOUNTING/HR MANAGER/VP of Operations
Handle all day-to-day operations at a light industrial temporary staffing service. Building maintenance, coordinate with IT services, liaise with outside vendors and manage internal staff. Utilize QuickBooks, Bond eEmpAct and Temp Works software. A/P, A/R, Payroll manager, collections, oversee weekly payroll for 200 employees, direct reports 2, internal staff of 9, taxes, month & year end closing, 1099, 1095, W2, W4, I9s, staff onboarding, ACH payments, credit cards, HR duties, workers comp audit, 401k annual review, and Cafeteria 125 plan maintenance.

Elevate Staffing Inc./A Little Bird - Glendale, CA 08/2016 to 02/2018 (424) 250-6156
FINANCE MANAGER
International Staffing/Experiential Marketing Agency with headquarters in London. Duties include Project Accounting, Accounts Payable, Accounts Receivable. Responsible for Facebook, Oculus and all other client collections weekly, establish collections procedure, reconcile WIP, nationwide high volume multi-unit bi monthly payroll of 600+ employees, onboarding/HR duties, business/payroll taxes, budgets, bank recon, wire/ACH payments, weekly cash flow analysis, Sales Pipeline, expense claims, intercompany recharges, purchase orders, vendor/client maintenance, month & year end close, 1099s, workers comp claims/reporting/audits, commercial insurance, state wide business tax registration, legal review, MSAs, and compliance. Heavy use of Excel, Outlook, Paprika accounting and Buzz Point database.

Jules Seltzer Associates - Beverly Hills, CA 06/2005 to 12/2016 (310) 274-7243
BOOKKEEPER
Full charge bookkeeper for high-end furniture showroom. Duties include bank reconciliation, journal entries, bi-weekly payroll using ADP, oversee A/P and A/R position, weekly check runs, analyze cash flow, cash application, collections, wire and bank transfers, P. O. and job cost reconciliation, balancing of WIP, set up new customers and vendors, resolve question payables, expense reports, workers comp audits, inventory, closings, management reports, sales tax payments, federal and state tax payments, LA county and city tax payments, financial statements, D&B reports, IT, while utilizing Team Design, MS Office, Outlook, Excel, Word and Adobe Acrobat software.

Michael L. Kosloff - Beverly Hills, CA 06/2003 to 01/2005 (310) 859-8661
A Professional Law Corporation
LEGAL AND EXECUTIVE ASSISTANT
Assistant to Mr. Kosloff in a family law practice. Duties included phones, filing, legal document preparation, Court and client correspondence. Light accounting using Quicken, calendar scheduling, arranging conference calls, organize and maintain office administration duties.

C & C Imports - Inglewood, CA 04/2001 to 04/2003 (310) 672-6775
ACCOUNTING MANAGER AND OFFICE MANAGER
Oversee all accounting and office functions for a national textile and home furnishings manufacturer. Duties include managing accounts payable, accounts receivable, collections, payroll, cost accounting, purchasing, receiving, inventory management, sales tax audits, and supervising several customer service departments with over 60 employees. Handle building/facilities maintenance, phones, fax, and computer equipment purchasing and repairs for entire company including four east coast and two west coast locations. In charge of MAS90 to MAS200 database conversion and maintenance. Act as temporary fabric manager: duties included purchasing from international vendors, inventory maintenance, receiving, shipping, managing fabric customer service and shipping department. Utilize MAS90/MAS200, Microsoft Office with heavy use of Excel and Word.

ACT I Temporary Employment Agency – Torrance, CA 02/2001 to 04/2001 (310) 750-3426

SENIOR SPECIAL BILLING COORDINATOR AND PROJECT ACCOUNTING

Compile payroll data for electronic billing for Special Project Accounting and drive collections for Honda, Toyota, and other large corporate accounts. Prepare billing reports, client management reports, and invoice adjustments. Heavy utilization of Excel and Powerterm Databases. Work closely with On-Site Managers in resolving billing issues and errors. Maintain and compile data into Client Invoice Reporting/Access Database. Train new employees on all the above duties. Uphold requirements as specified by special billing clients. Help resolve collection issues to bring in revenue and collect on many past due balances.

Alliance One – Exton, PA 08/2000 to 01/2001 (484) 531-5000

STAFF ACCOUNTANT AND ACCOUNTS PAYABLE

Handle all A/P responsibilities for fifteen nationwide companies. Average aged A/P of $3.5 million. Bi-weekly check runs consisting of 200-400 checks per run. Produce and input journal entries, light bank reconciliation, heavy phones; interaction with 1000+ vendors, CFO, Controller, Sales Managers, and Office Managers at each of the fifteen offices.

DAOU Systems, Inc. – San Diego, CA and Exton, PA 02/1998 to 08/2000 (800) 578- DAOU

ACCOUNTS RECEIVABLE SPECIALIST AND PROJECT ACCOUNTING ANALYST 1

Invoicing, bank deposits, cash application, statements and month end closing for 700+ multi-regional hospital client base. Interface on a daily basis with Account Managers, Project Managers, and Vice Presidents. Utilize Manfact/Data Works, Access and Lawson databases, handle conversion and implementation of AR and Activity setup in Lawson Database, billing of out of pocket expenses, perform project revenue recognition and budget analysis. Handle A/R aging of approximately $16.5 million monthly, lead collections of large A/R balances, average of 30 - 50 collection calls per day. Met billing and collection goals of $1.3 million weekly. Contract writing and review, invoicing of T&E, percentage complete, products, and monthly support services/contracts. Handle approximately 250 contracts per year. Implement and coordinate sales meetings, conference calls and morale-boosting activities for all staff members in San Diego location. Corporate paid relocated to Exton, PA in this position.

Z & E Management 06/1997 to 02/1998 (619) 233-3522

Corporate Office for Blue Haven Pools

ACCOUNT PROCESSOR AND DATA ENTRY

Process all accounts payable, receivable, and payroll weekly for seven out of seventeen local Blue Haven offices. Responsible for verifying contracts, processing addendum's, journal entries, general ledger accounts, month end closings, collections, filing, phones, and correspondence. Use Windows with MS Works, Open Systems Accounting Software to process payables, receivables and payroll, maintain spreadsheets in Microsoft Excel.

ATA – Applied Technology Associates, Inc. – San Diego, CA 05/1994 to 06/1997 (619) 297-9101

TASK 11

ACCOUNTING AND DATA PROCESSING

Contractor for the U.S. Navy, NRaD Division, supporting government personnel. While working at the Taylor Street location assisted Program Analyst by updating weekly Excel spreadsheets, processing funding documents, and auditing timekeeping entries. Possess a strong knowledge of government funding and operations. Processed requisitions and managed receiving, with daily reconciliation using three separate data bases. Formerly worked at the Crypto Repair Facility (CRF) located at 32nd Street Naval Station. Held a U. S. Government Secret Clearance necessary for working at this location. Utilize dBase Ill programming for data entry, inventory control and product tracking for the STU-111 repair program. MS Office programs: Works, Excel, Power Point, Word Perfect and Netscape. Utilize naval customized databases for e-mail and payroll.

TASK 1

OFFICE MANAGER AND ADMINISTRATIVE ASSISTANT

Assistant to Lead Task Manager and three computer technicians on government contract for NRaD repairing and replacing computer components. Job duties included: invoicing, purchasing, shipping, and receiving, all office responsibilities, phones, filing, and maintaining communications with key military/government personnel. Utilized Windows with MS Works, Word Perfect and individualized software programs.

Education:	Associates Degree - History, 2000	Mesa College, Dean's Honor List 1997-2000	San Diego, CA
	Graduated, 1989	Birmingham High School	Van Nuys, CA