

Contact

www.linkedin.com/in/bethanie-clark-6435a786 (LinkedIn)

Top Skills

Microsoft Excel
Customer Service
Financial Analysis

Bethanie Clark

Remote Bookkeeper - Administrative Assistant
Puyallup, Washington, United States

Summary

Experienced Remote Assistant Bookkeeper with a demonstrated history of working in the financial services industry. Skilled in Microsoft Word, Sales, Management, QuickBooks, and Microsoft Excel. Strong accounting professional with a Graphic Design/Visual Communications focused in Design and Visual Communications, General from Westwood College.

Experience

Ginny's Bookkeeping

Remote Bookkeeper

January 2013 - Present (11 years 3 months)

Greater San Diego Area

- *Reconcile monthly bank statements.
- *Reconcile monthly credit card statements.
- *Pay payroll in California.
- *Create chart of accounts for new clients.
- *Enter customer invoices into Quickbooks.
- *Year end tax prep

Education

Westwood College-Anaheim

Visual Communication - Graphic Design, Design and Visual Communications, General · (January 2006 - June 2007)

Westwood College

Graphic Design/Visual Communications, Design and Visual Communications, General · (2006 - 2007)

Steilacoom High School

High School Diploma, General Education · (1999 - 2003)