

Diane Kowalski

Bookkeeper

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SUMMARY

Bookkeeper with nine years keeping small-business books clean and month-end close on time. Runs full-cycle AP, AR, payroll, and reconciliations for companies up to \$8M in revenue, with every close in the last three years landed inside five business days.

EXPERIENCE

Full-Charge Bookkeeper — Buckeye Mechanical Services 07/2021 – Present

- Keep full-cycle books for an \$8M mechanical contractor, covering AP, AR, job costing, and payroll for 45 employees
- Reconcile 12 bank and credit card accounts monthly; closed every month within five business days for three straight years
- Cut average receivables from 52 to 31 days by tightening invoicing schedules and adding automated reminders in QuickBooks

Bookkeeper — Trellis Property Management 02/2019 – 06/2021

- Managed books for 30 rental properties, posting rent rolls, CAM charges, and vendor bills in QuickBooks Online
- Processed biweekly payroll for 22 staff through Gusto with zero tax-filing penalties across three years
- Prepared monthly owner statements and variance notes for 14 property owners, delivered by the fifth business day

Accounting Clerk — Miller & Boyd CPAs 03/2017 – 01/2019

- Entered and coded 400+ client transactions a week across QuickBooks and Xero engagement files
- Reconciled petty cash and merchant deposits for 25 small-business clients every month

EDUCATION

A.A.S. Accounting — Columbus State Community College 2014 – 2016

SKILLS

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|------------------------|------------------------|
| ▪ Full-cycle AP and AR | ▪ Bank reconciliations |
| ▪ Month-end close | ▪ Payroll processing |
| ▪ Job costing | ▪ 1099 preparation |
| ▪ QuickBooks Online | ▪ Xero |
| ▪ Gusto | ▪ Bill.com |
| ▪ ADP | ▪ Excel |

CERTIFICATIONS

QuickBooks Certified ProAdvisor

Certified Bookkeeper (AIPB)