

# ALEX KAUCHER

Cell: 520-730-5565

[alex@kaucher.com](mailto:alex@kaucher.com)

[www.linkedin.com/in/alex-kaucher](http://www.linkedin.com/in/alex-kaucher)

## EDUCATION

### **Bachelor of Arts Degree**

Northwestern College

Orange City, IA

May 2019

**Major:** Business Admin.

**Focus:** Accounting

**Minor:** Psychology

### **High School Diploma**

Pusch Ridge Academy

May 2014

## SKILLS

- Budgeting
- Commissions
- Pricing
- Knowledge of GAAP
- Accounts Payable
- Accounts Receivable
- General Ledger experience
- Customer Service
- Microsoft Excel
- Microsoft Word
- QuickBooks Online
- Experience in an office workplace
- Collaboration with others

## EXPERIENCE

### **OFFICE MANAGER/BOOKKEEPER      MAY 2019 - CURRENT** **COVENANT AIRE SOLUTIONS LLC, TUCSON, AZ**

- Built company-wide monthly and analyzed records to determine breakeven points and sales targets
- Calculated and designed company pricelist
- Calculated employee commission
- Collected and recorded accounts receivable
- Paid and recorded accounts payable
- Made general ledger adjustments
- Worked closely with Registrar of Contractors
- Built and helped maintain company filing system
- Dealt directly with manufacturers, suppliers, and employees
- Designed and applied all company advertising material including cards, logos, and postcards.
- Dispatched technicians and organized routes
- Regularly resolved customer problems over the phone

### **INTERN      SUMMER OF 2017 & 2018** **CLEARVIEW BUSINESS SOLUTIONS, TUCSON, AZ**

- Made general ledger adjustments
- Entered checks, transactions, and cleared bank feeds
- Reconciled accounts
- Set up, entered client information, organized maintained, and taught ATOM organizational software
- Filled out sales tax forms

## ACTIVITIES

- Currently enrolled in a U of A web development coding part time class.
- Regularly trade small stocks and keep track of current events affecting local and global markets