Trisha Fox

91 Bissell Street, Manchester, CT 06040\* trisha-fox@hotmail.com \*(860)816-0049

* Hard-working and dedicated Office Administrator/Bookkeeper experienced in providing accounting, operational and administrative support for a not-for-profit entity.
* Possess knowledge of accounting procedures, including the ability to reconcile accounts and understanding of balance sheet and income statement.
* Truly love the idea of helping underprivileged individuals through non-profit community outreach programs. Comfortable working among diverse groups of people.

Proficiencies

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| * Non-Profit experience | * Advanced Excel | * Payroll Experience |
| * Extremely Organized | * MS Word, MS Outlook | * 1099 Tax Reporting |
| * Month End Close | * Accounting Reconciliation | * Tax Experience |
| * Prompt and Responsible | * Billing & Invoicing | * Self-Motivator |

Professional Experience

1/2008-Present\*Liberty Tax\*(860)432-9494

\*5/2010 to 9/2010\*Priority Bookkeeping\*(860)432-9494

Bookkeeper

Quick Books, Data Entry

* Coordinate with accounts receivable and accounts payable clerk and post income and expenditure entries in ledger books.
* Prepare Bank reconciliation Statement. Match the final balances of general ledger with that of the bank statements to find out if any deposits, withdrawals, or checks clearance entries have not been recorded either by bank or by self. Accordingly, post adjustment entries.
* Prepare and maintain various supporting documents bills, receipts, purchase orders, quotations, invoices, bills payable and bank statements.
* Receive reports from purchase and sales department regarding total sales, total purchases, sales/purchase returns and update the books of accounts by making corresponding entries.

01/2007-9/2007- Catholic Family Services-

Office Assistant.

895 Asylum Ave. Hartford, CT.

My reason for leaving is this was just a temporary position.

* Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Complete and mail bills, contracts, policies, invoices, or checks.
* Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers.
* Compute, record, and proofread data and other information, such as records or reports.
* Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
* Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.  
   Review files, records, and other documents to obtain information to respond to requests.

Education

2006 Goodwin College-Computer Software Applications.

November 2008 & 2009\*Liberty Tax School\*Level 2 Certified.

January 2010\*Manchester Community College\* Quick books.

June 2010 to 2012 Devry University\*Associates in Science(Accounting).

References

Bette-Ann Steele-Friend

30 Porter St

Manchester CT 06040

(860)796-2511

Melissa Schon- Manager Liberty Tax

294 Main St

Manchester, CT 06040

(860)432-9494

Lisa Fair-Career Specialist

893 Main St. Manchester, CT 06040

(860)899-3606

More references available upon request.