**TEEL** **WITT**

PO Box 503, Palmer, TX 75152 | C: 972-935-2473 | twitt98@yahoo.com

**Summary**

Dedicated office manager and bookkeeper with experience in QuickBooks and Peachtree Accounting software. Very

detailed oriented and a committed work ethic. Experiences in all aspects of bookkeeping: AP/AR, payroll and payroll  
taxes, reconciliations, general ledgers, and financial reports for multiple companies.

**Highlights**

Knowledge of income tax procedures Proficient in QuickBooks and Peachtree  
Managerial aptitude OASYS Credit Union software  
Fiscal budgeting  
Non-profit accounting

**Accomplishments**

Assisted non-profit entities in completing IRS Form 1023 and acquiring Federal Tax Exempt status.

**Experience**

**Staff Accountant 03/2015 to 2/2019  
High Point Travel, Inc Dallas, TX**

Greet visitors, maintain contracts on office equipment, AR/AP, bank reconciliations, general ledger, credit card  
processing online and machine, reconcile credit card monthly statements, and other general accounting procedures.

**Office Manager 04/1998 to 02/2015**  
**Baptist Missionary Association of Texas Waxahachie, TX**  
Issued paychecks to vendors and suppliers on a bi-weekly basis.  
Updated confidential employee banking information with accuracy and speed. Maintained accounts receivable documentation electronically and on paper. Processed bank reconciliations and financial reports to verify practice of  
proper due diligence. Handled cash and deposits using the proper accounting procedures and documentation. Processed  
payroll, electronic deposits and employee pay adjustments. Reconciled all bank and credit card accounts from year to  
year. Processed journal entries, online transfers and payments. Plan, organize and lead meetings – board of trustees, committees and annual state association meetings. Plan and organize conference calls.

**Education**

**Associate of Arts**: **General education 1992**

Navarro College Corsicana, TX, United States

**Bachelor of Science**: **Accounting 2016**

Liberty University Lynchburg, VA, United States