

SARI GOLDBERG – BOOKKEEPER AND PAYROLL ACCOUNTANT

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Bookkeeper and payroll accountant with 7 years of rich experience, extremely motivated, meeting deadlines, responsible, organization skills, good social communications at various levels.

Experienced with **NetSuite**, 'Hashavshevet' and 'Shiklulit'.

Team player as well as independent work ability under the CEO/CFO.

Work Experience

2022 – Today Payroll & Senior Bookkeeper - TIBA Parking Systems

TIBA is a high-tech company with ~150 employees (~50 in Israel), with global operations and a market leader in USA. The company develops innovative software and hardware products.

- **Experienced with NetSuite** and full communication in **English** including trial balance/emails/ERP etc.
- **Monthly and quarterly summaries** - responsibility for many areas such as: Prepaid expenses, accrued expenses, dealing with auditors and other dedicated tasks and operations.
- End-to-end **payroll** for the company's employees - from the management to the employees in various departments, finalizing accounts, pension reports, recruiting new employees, monitoring attendance, reserves, births, etc.
- **Reports to institutions:** National Insurance, Israel Tax Authority, VAT.
- Extensive knowledge and work experience with **Excel** - generate working files, Pivot, automation formulas and controls.
- **MASSAV for vendors** - based on complex automated Excel reports.

2021 – 2022 Senior bookkeeper and payroll manager – Xlab Diamonds

Xlab Diamonds - chain store for laboratory diamonds sales

- Performed all bookkeeping tasks, handled payroll, monthly financial statements, taxes.
- **Extensive knowledge in performing bookkeeping independently up to an annual balance sheet.**
- Responsible for the conduct of the company's finances with the CEO.
- Specialization in accounting of importing goods from abroad - register log commands for import.
- Ongoing work with the interface between sales in the Tamuz accounting and data management software.
- **Full responsibility for all salary processes** - hour reports, paychecks, and payments.

2016 – 2021 Senior bookkeeper – The National Center for Medical Guidance

- **Ongoing bookkeeping up to an annual balance sheet** - all adjustment types, bank, credit, etc, Salaries and other general journal entries.,
- Experienced with reporting and submitting reports to various authorities (national insurance, Israel Tax Authority, VAT) and directly working with the bank and the institutions.
- **Income and expense management** - daily handling of invoices and bank deposits with suppliers, customers, and the collection department.
- Management of customer files, submission of annual tax refunds, reporting and monitoring in the service of computerized processing ('Shaam').
- Ongoing work with the legal department and the company's attorney.

Professional knowledge

Technological environment: NetSuite, 'Hashavshevet', 'Shiklulit', 'Hisulit', 'Shaam' and national insurance represent, etc.

High level work experience in Excel: Pivot, VLOOKUP and high self-learning ability.

Education

- 2022 Payroll checker certification | "Bachir" college | certified paycheck checker studies - certificate from the Ministry of Labor
2021 Bookkeeping type 3 certificate | on behalf of 'Mahat' | working in parallel the studies.
2016 Bookkeeping type 1+2 certificate and payroll - certification by the CPA office.

Languages

Hebrew: Native | English: High level