

Erica Dawson

Accountant/Bookkeeper/Payroll

Weirton, WV

ericadawson56_rzi@indeedemail.com

304-723-8718

Authorized to work in the US for any employer

Work Experience

Office Manager/Bookkeeper/Paralegal

Risovich Law Offices - Weirton, WV

May 2001 to Present

- Management of entire office, including bookkeeping, payroll, federal and state tax deposits, federal and state quarterly payroll returns, federal and state unemployment reports, W-2 forms, 1099 forms, financial statements, bank reconciliations, general ledger, Accounts Receivable, Accounts Payable, cash applications and receipts, deposits and disbursements
- Management of client accounts, invoices and billing, evaluation of client financial statements and tax returns for trial preparation, conducting discovery on financial matters, managing schedules and deadlines, research, legal pleadings, correspondence, answering telephones and other office duties.
- Requires organization, attention to detail, multi-tasking and the ability to work on my own with minimal supervision.

Legal Secretary/Bookkeeper

Reich, Alexander & Reisinger - Pittsburgh, PA

2000 to 2001

Responsibilities included billing, bookkeeping, including general ledger, cash applications, accounts receivable, month-end balancing, data entry, filing, scheduling appointments, transcription, copying, and faxing.

Education

Bachelor's Degree in Accounting

Franciscan University of Steubenville - Steubenville, OH

Skills

- Microsoft Excel (10+ years)
- Microsoft Word (10+ years)
- Quickbooks (1 year)
- LexisNexis PCLaw (10+ years)
- Billing
- Payroll
- Accounts Payable

- Accounts Receivable
- Office Management
- Scheduling
- Word
- Bookkeeping
- Accounting
- Bank Reconciliation
- General Ledger Accounting
- Tax Experience
- Account Reconciliation
- Journal Entries

Assessments

Accounting Skills: Bookkeeping — Expert

May 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/57c446aa5ad5199d5e7e221714874b43eed53dc074545cb7

Logic & Critical Thinking — Expert

July 2019

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/6011207e272eb1c2ac410ae17cd2ed93eed53dc074545cb7

Accounting: Basic Principles — Highly Proficient

February 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/489e0b9fb14890de2f0eff5b8c9c5f99eed53dc074545cb7

Accounting Skills: Bookkeeping — Expert

February 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/ac166a5e1c1dd282b01ff49d8827dc7e>

Spreadsheets with Microsoft Excel — Highly Proficient

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/93cb1fbf51db42312ec378fd3ef9e10feed53dc074545cb7>

Accounting Skills: Bookkeeping — Expert

March 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/01363f51bc3d4532c9c62270405bde58eed53dc074545cb7>

Attention to Detail — Highly Proficient

March 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: <https://share.indeedassessments.com/attempts/f2974d5395da0da69bc910d1f21b279beed53dc074545cb7>

Logic & Critical Thinking — Highly Proficient

April 2020

Using logic to solve problems.

Full results: <https://share.indeedassessments.com/attempts/d08ae8c8025bbf671f998abbeed6a21deed53dc074545cb7>

Spreadsheets with Microsoft Excel — Highly Proficient

March 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempts/93cb1fbf51db42312ec378fd3ef9e10feed53dc074545cb7>

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Additional Information

I am very organized and detail-oriented, and I work well independently. I am also a self-starter and can learn new programs easily with little to no training. I have excellent communication skills, both verbal and written.