

# Michelle Fox

## **Self-Employed - Self-Employed**

Carson City, NV 89701

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(775) 230-0345

Over twenty-five years in the accounting field as a full-charge bookkeeper, with an extensive background of auditing prior financial data in order to cleanup messy books serving many industries. Experienced in Federal and State Payroll and Sales and Use taxes reporting. Strong technical accounting skills up through general ledger. Excellent research abilities. Experienced with the closing process. Excellent time management. Experienced team player committed to providing accurate financial reports. Nineteen years in a work at home environment.

#readytowork

## Work Experience

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### **Self-Employed**

Self-Employed - Carson City, NV

July 2000 to Present

Auditing of client's financial statements. Working with the general ledger. Bank and credit card reconciliation. Review and verify balance sheet accounts. All aspects of Accounts Receivable to include analysis of payments and terms. Accounts Payable. Nevada, Missouri and California payroll and payroll and sales and use tax filings. Perform audits for CPA firms. Set-up of Chart of Accounts. Comprehensive training for clients and their employees. Explanation of financial reports.

- Restructuring of existing client financial data in accordance with GAAP to provide accurate financial reports.
- Respond to client's questions about their financials via email, text, phone calls and bi-monthly meetings for those that enter their own transactions that I review for accuracy
- Bank reconciliations, entering of transactions. Prepare financial reports.
- Power of Attorney for clients with state agencies
- Assist with content and language for obtaining various state licenses and permits

### **Practice Manager**

Dr Stuart Stoloff - Carson City, NV

February 2003 to December 2012

Full- Bookkeeping. Payroll, Insurance Billing, Accounts Receivable. Negotiated Insurance contracts. Trained both front and back office. Developed office policies and wrote manual. Interviewing, Hiring, firing staff as needed

- Daily posting of insurance payment and contractual adjustments. Answered patient questions regarding insurance benefits and payments
- Accounts payable, payroll, bank reconciliations
- Ordered all diagnostic testing and oversaw prescription refills. Filled in for staff when they were out both front and back office

### **Accounting Manager**

Nevada Appeal - Carson City, NV  
February 1998 to January 2000

Oversaw Accounts receivable of 5 newspapers, with home office being in Carson City. Responsible for monthly billing and customer inquiries regarding their billing. End of the month billing required an 18-hour shift. Managed one employee and attended monthly meetings with sales representatives to give them the financial status of their clients

- Daily accounting reports to determine aging of receivables and to call on accounts that were in arrears and collect on them
- Daily conversations with sales representatives regarding the status of their accounts
- Daily conversations with customers regarding their account status and billing

## Skills

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- Office Management
- QuickBooks Desktop and QuickBooks Online (10+ years)

## Assessments

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### **Proficiency with Microsoft Office: Mail & Calendar (PC) — Highly Proficient**

November 2019

Using Microsoft Office Mail and Calendar tools to manage workload.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/2570c7f834beb0bb736fbe1847468174eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/2570c7f834beb0bb736fbe1847468174eed53dc074545cb7)

### **Data Entry — Highly Proficient**

May 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d50a5e8305574a43d100aa55fe8f0360eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d50a5e8305574a43d100aa55fe8f0360eed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Expert**

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/04a762c2a73b888d687b717c074b6ca7eed53dc074545cb7>

### **Principles of Accounting — Proficient**

April 2020

Preparing financial records according to federal policies.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8697d3577587c85deff13c8fe8514057eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8697d3577587c85deff13c8fe8514057eed53dc074545cb7)

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