

# Toni Scheu

## **STAFF ACCOUNTANT**

Diamond Springs, CA 95619

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(530)622-1814

#readytowork

## Work Experience

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### **ASST. CONTROLLER**

Nor-Cal Controls ES, Inc - El Dorado Hills, CA

April 2018 to Present

- Maintains and review data integrity of Quick Books financial database. Conducts month-end and year-end closing.
- Processes bi-weekly payroll and handles all associated payroll responsibilities including submitting payroll tax payments, ensuring PTO balances are correct, and processing cell phone allowance and employee expense reimbursements.
- Stays abreast of current IRS and California payroll regulations. Files quarterly payroll taxes.
- Processes W-2's and 1099's annually.
- Reconciles bank account and employee credit card accounts
- Complies with local, state and federal government reporting requirements and tax filings. Files monthly and quarterly sales/use tax reports.
- Prepares for financial audits and coordinates the audit process.
- Resolves accounting discrepancies and irregularities.
- Ensures accurate and appropriate recording and analysis of revenues and expenses; maintains general ledger.
- Responsible for providing timely, accurate and comprehensive financial information to executive management for long term financial strategizing.
- Compiles and analyzes financial information including monthly and annual accounts.
- Establishes and monitors the implementation and maintenance of accounting control procedure and maintains a documented system of accounting policies and procedures.
- Allocates costs to correct projects.
- Interprets job cost reports while interacting with project management to create forecasts.
- Sets up new vendor and subcontractor accounts and gathers documentation.
- Oversees purchase order processing system.
- Backs up Accounts Receivable in the AR Specialist's absence.
- Performs other accounting, financial, or administrative tasks as required by CFO.

### **BOOKKEEPER / HUMAN RESOURCES / MANAGER**

Villa Toscano Winery, Inc - Plymouth, CA

July 2016 to April 2018

- Managed Accounts Receivable, Accounts Payable, Payroll, Disbursements, Bank Reconciliations, and General Journal Entries with QuickBooks applications.
- Formulated monthly financial budgeting reports and prepared financial statements.

- Prepared bi-weekly payroll with Paychex payroll system for 58 employees and completed annual 1099's for independent contractors.
- Handled all areas of Human Resource, including employee files, hiring and terminations. Attended several Paychex seminars on the proper maintenance of H.R.
- Managed workers comp files, completed monthly audit reports and assisted examiners in yearly audit of company records. Processed all workers compensation claims.
- Successfully completed all monthly and quarterly sales tax returns for more than 36 states and maintained out of state liquor licenses. Made monthly California sales tax prepayments and processed quarterly returns to the California B.O.E.
- Responsible to submit bi-monthly Federal TTB alcohol reports.
- Implemented the procedure to reconcile daily sales to weekly cash deposits.
- Worked closely with all company Managers in Shipping, Sales, Events, Bistro and Winery Operations, by attending and leading weekly meetings as a supportive team member.
- Reconciled 8 cash register drawers daily and responsible to open for daily usage.
- Responsible for the opening and closing of business and the setting of building alarms.

### **BOOKKEEPER / OFFICE MANAGER/EXECUTIVE SECRETARY**

I.T.E. Educational Services Inc - Cameron Park, CA

October 2008 to January 2016

- Managed Accounts Receivable, Accounts Payable, Payroll, Disbursements, Bank Reconciliations, and General Journal Entries with QuickBooks applications.
- Created invoices using time and expense job costing for Receivables.
- Typed intricate educational and promotional materials.
- Prepared Monthly and Annual Corporate Financial Statements.
- Prepared State and Federal Quarterly payroll tax returns.
- Prepared Quarterly Sales Tax returns for BOE and NV. Made monthly prepayments.
- Prepared monthly and yearly financial budgets for analysis and forecasting.

### **BOOKKEEPER / SECRETARY**

Diamond Springs Christian School - Diamond Springs, CA

August 2001 to June 2008

- Managed Accounts Receivable, Accounts Payable, Disbursements, Bank Reconciliations, and General Journal Entries with QuickBooks applications.
- Answered all phones and typed all communication to parents and vendors.
- Handled attendance and regular school transcripts, posted grades.
- Managed appointments for driving classes offered and maintained student driver files.

### **ASST. CONTROLLER / HUMAN RESOURCES & PERSONNEL**

Sierra Airgas, Inc - Sacramento, CA

August 1985 to May 1997

- Assisted Controller in producing monthly financial statements for entire Division that encompassed 38 locations to Airgas Headquarters.
- Managed bi-monthly payroll through ADP payroll computer system for 625 employees. Successfully converted payroll systems from Wells Fargo to Bank of America and from Bank of America to ADP system.
- Accurately balanced and posted payroll figures in company's general ledger computer system at month end closing.

- Handled all aspects of human resources: multiple worksite report to EDD, BLS-70, voluntary life insurance reports and medical co-pay accruals.
- Maintained vacation and sick time ledgers.
- Processed all workers compensation claims and reports, worked closely with insurance adjusters, (averaged 35 injuries per year - high risk company).
- Prepared monthly reports for auditors, (quarterly audits required from Peat-Marwick Accounting firm and Airgas Headquarters in Pennsylvania).

## Education

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### **BACHELORS OF SCIENCE degree in ACCOUNTING**

California State University - Sacramento, CA  
1978 to 1984

## Skills

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- Account Reconciliation (10+ years)
- Bank Reconciliation (10+ years)
- Financial Statement Preparation (10+ years)
- General Ledger Accounting (10+ years)
- General Ledger Reconciliation (10+ years)
- Journal Entries (10+ years)
- Paychex (2 years)
- QuickBooks
- Accounts Payable
- Office Management
- Accounts Payable
- Accounts Receivable
- Auditing
- Financial Report Writing
- Office Management
- QuickBooks
- Microsoft Dynamics GP

## Assessments

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### **Accounting Skills: Bookkeeping — Highly Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/dc1901f30b5eed900f57edcf963122f5eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/dc1901f30b5eed900f57edcf963122f5eed53dc074545cb7)

### **Accounting Skills: Bookkeeping — Highly Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/4eb4ab31d42ea685a735edfc3f962904eed53dc074545cb7>

### **Accounting Skills: Bookkeeping — Highly Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/4eb4ab31d42ea685a735edfc3f962904eed53dc074545cb7>

### **Work Style: Reliability — Proficient**

May 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/33fcc862df3f0aed24eb10fde1aff22eed53dc074545cb7>

### **Verbal Communication — Highly Proficient**

May 2020

Speaking clearly, correctly, and concisely.

Full results: <https://share.indeedassessments.com/attempts/1ac3273d55097e94789debe385b7da13eed53dc074545cb7>

### **Accounting Skills: Bookkeeping — Highly Proficient**

April 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/4eb4ab31d42ea685a735edfc3f962904eed53dc074545cb7>

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