

Abbey-Gayle Spencer

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Work Experience

Virtual Bookkeeper (Freelancer)

Hallows Quest Bookkeeping Service-Remote

February 2023 to Present

Responsibilities include, but are not limited to, the following: overseeing clients' QuickBooks as a QuickBooks Accountant, managing payroll for both employees and contractors, advising clients on accounting software, creating journal entries, tracking invoices, reconciling bank statements and credit cards, managing sales tax, filing taxes (990s and 1099s), handling accounts payable, preparing information for accountants and tax preparers, and conducting in-depth QuickBooks cleanup.

Virtual Bookkeeper (Independent Contractor)

Storyshares LLC-Remote

December 2023 to May 2024

Responsibilities include but are not limited to the role of a full-charge bookkeeper: management of payroll, accounts receivable, accounts payable, sales tax, and basic tax filings such as 1099s and 990s records.

Young Adult Associate

Sadie Pope Dowdell Library-South Amboy, NJ

November 2022 to February 2023

Responsibilities included but were not limited to the management of circulation items, collections, and the library's database. I organized teen programs, built relationships with schools, researched and presented technology applications, drafted PR releases, and performed general administrative tasks such as answering the phone and opening/closing the library.

Temp Library Assistant

Pro Libra Associates

September 2022 to December 2022

Responsibilities included creating and sending out weekly newsletters; reference services which included researching programs and books for patrons; placing loans on circulation items; assisting patrons with the computers; and basic remedies for any issues that may arise.

Library Assistant

Highland Park Public Library-Highland Park, NJ

August 2022 to December 2022

Responsibilities: checking in and out library items, reshelving library items (i.e. books, DVDs) in their respective place, collecting fines and fees, running errands, and answering the phone

Senior Administrative Assistant

Edison Township Public Library-Edison, NJ

May 2019 to March 2021

Responsibilities include but are not limited to:

payroll; paying bills in the form of invoices, requisitions and purchase orders; creating and distributing memorandums; providing support to the administrative staff; in my supervisor's absence, attending and taking minutes for the Board of Trustees meetings; and lastly assisting the library director and/or assistant library director.

Volunteer

Carlito's Wish Foundation

January 2011 to December 2019

Assisting with the input of information into Excel and QuickBooks Desktop. Volunteering at the Ronald McDonald's House. And Participating in the yearly shopping of presents for children around the Christmas

Education

Bachelor's degree in Accounting

2021 to Present

Skills

- Microsoft Word
- Accounts receivable
- Project management software
- Debits & credits
- Filing
- Accounting
- Accounts Receivable
- Adobe Creative Suite
- ADP
- Gusto
- Bank Reconciliation
- Accounts Payable
- Account analysis
- QuickBooks
- Data entry
- Management
- Accounting software
- Customer service
- Integrated library system
- Pivot tables
- Staff training
- Xero
- Clerical experience
- Journal Entries
- Leadership

- Tax experience
- Microsoft Office
- Windows
- Human resources
- Accounts payable
- HIPAA
- Budgeting
- Financial report writing
- JustWorks
- Payroll
- Word processing
- Google Suite
- Computer skills
- Organizational skills
- Communication skills
- PeopleSoft
- Library services
- General ledger accounting
- GAAP
- Project management
- Microsoft Excel
- Office Management
- Financial Statement Preparation
- Database management
- Analysis skills
- Account reconciliation

Links

<https://proadvisor.intuit.com/app/accountant/search?searchId=Abbey-GayleSpencer>

Certifications and Licenses

QuickBooks Online Certification

Present

Certified Bookkeeper

Present

PTIN

Present

QuickBooks Online Payroll Certification

Present