

ALBA MORNINGSTAR

FULL CHARGE BOOKKEEPER



CONTACT

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PROFILE SUMMARY

Certified QuickBooks Advanced ProAdvisor with over 25 years of bookkeeping experience. Experienced with non-profit companies, hotel accounting, small businesses and mid size businesses. Passionate about growing with the fast changing world of accounting.

EDUCATION

- 1995-1997
FACULTY OF TOURISM AND
HOTEL MANAGEMENT
- Associate Degree in Accounting

CERTIFICATIONS

- QuickBooks Advanced ProAdvisor
- QuickBooks Payroll
- Accounting Fundamentals
- Advanced Excel Formulas
- Essential Excel
- Gusto Payroll
- Gusto Advisor
- Xero Advisor

SKILLS

- Self motivated, detail oriented, very organized
- Ability to meet deadlines
- QBO set up and optimization
- Accounting, bookkeeping, payroll

WORK EXPERIENCE

Rock River Community Clinic, Fort Atkinson, WI

Staff Accountant (NGO)

APRIL 2024-MARCH 2025

- Optimized accounting department , resulting in 70% decrease in time spent on daily tasks.
- Provided all accounting functions and managed payroll for three clinics including month end and year end books closing tasks.
- Spearheaded implementation of QuickBooks Online which increased efficiency.
- Processed hundreds of Accounts Payable and Accounts Receivable transactions each month, resulting in reduction of late payments.
- Managed yearly audit and prepared form 990.
- Kept track of grants, pledges receivable as well as restricted grants.

Tara Mandala, International Buddhist Community, Remote

Bookkeeper (NGO)

SEPTEMBER 2023- APRIL 2024

- Worked with Retreat Guru, PayPal, Shopify and Stripe to process invoices and record transactions.
- Managed Accounts Receivable.
- Liaison between customers and other accounting team members.
- Responsible for communicating with clients in regards to unpaid invoices.
- Assisted CFO with any other bookkeeping duties needed.

Robert Half, Eugene, OR

Accounting temp

OCTOBER 2022-JUNE 2023

- Performed various accounting and bookkeeping duties for Robert Half's clients as temp accountant.

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SKILLS CON'T

- Strong work ethics
- Problem solving
- Time Management
- Fast learning
- Collaboration

WORK EXPERIENCE

BusyBee Housekeeping, Denver CO

Owner/General Manager

MAY 2008-MAY 2021

- Created business plans, arranged financing.
- Hired and trained staff.
- Managed all the accounting, bookkeeping and payroll functions.
- Developed marketing strategies.
- Enhanced customer satisfaction by increasing the variety of services offered, increasing monthly repeat business by 7%
- Kept business running efficiently and profitably.

Hotel Marina, Croatia

Hotel Accountant

JUNE 2006-OCTOBER 2007

- Analyzed financial data to identify the areas of cost reduction.
- Managed payroll, accounts payable and receivable.
- Maintained financial and cash controls to minimize liabilities, losses and expenses.
- Analyzed and reconciled general ledger accounts and bank statements to ensure financial information accuracy.
- Implemented new accounting software which resulted in efficiency reducing the amount of time spent on daily tasks by 15%.

Iskcon of Colorado, Denver CO

Bookkeeping Clerk (NGO)

NOVEMBER 2000-JUNE 2006

- Assisting the main bookkeeper with daily bookkeeping tasks.
- Performing administrative duties.
- Typed letters and managed correspondence.
- Used QuickBooks Desktop to record and store information.
- Prepared invoices for data entry.

THANK YOU FOR READING MY RESUME
