

# AMIE BETTLE

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## Summary

Diligent, able to work independently, prioritize tasks effectively, and detail oriented ~ bookkeeping is the perfect profession for me. I am always eager to learn new skills and am quick to pick them up. I have a positive attitude and excellent communications skills ~ essential for strong, professional relationships and excellent customer service. Currently seeking a remote or hybrid part time bookkeeping role or contract work in and around the upper valley.

## Skills

- QuickBooks Online
- Accounting and Bookkeeping
- Working knowledge of GAAP & Labor laws
- A/P, A/R & Collections
- Financial Statement Reporting
- Payroll and Reporting
- Windows and Linux OS
- MS Office, Google Workspace, Excel (spreadsheet pro)
- Detail Oriented, Able to Prioritize Effectively
- Quick Learner, Punctual, Adaptable
- Reliable, Strong Work Ethic, High Integrity

## Certifications & Memberships

Certifications received through The National Association of Public Certified Bookkeepers (NACPB) [nacpb.org](http://nacpb.org) and Intuit

- QuickBooks Online ProAdvisor Certification
- Bookkeeping Certification
- Payroll Certification
- Member of the National Association of Certified Public Bookkeepers (NACPB)

## Experience

Mid Vermont Christian School

Vermont | Nonprofit

**Finance Assistant**

October 1, 2024 - Present

- AP/AR
- Payroll, employee record management, monthly and quarterly payroll taxes
- Bank reconciliations
- Invoicing for tuition and generating tuition agreements
- Budgeting, forecasting and periodic financial reporting
- Donation management and communications

Family Business | Residential Insurance

Industry (Seasonal)

**Bookkeeper**

2020- Present

- High volume of invoicing & receivables
- Prepare financial statements
- Enter monthly adjustments and reconcile accounts
- Track mileage and time
- Prepare books for tax filing
- Process accounts payable/receivable

Beauchene's Waste Services | Waste

Management Industry | New Hampshire

**Bookkeeper**

August 2, 2024 – November 1, 2024

- Performed in-depth clean-up of books
- Transferred customers and invoicing to QuickBooks Online
- Established customer collections protocol
- Established efficient workflow with vendors and customers
- Bank reconciliations and clean-up project
- Improved billing system and increased income 43% (many customers were simply not receiving bills)  
*Contract Completed.*
- Performed in-depth clean-up of books

King Family Flooring | Construction Industry | Hanover, NH  
**Bookkeeper with CPA Supervision**  
*June 7, 2024 – September 30, 2024*

- Set up company's chart of accounts and bookkeeping procedures
  - Created a website for the business with online payment capability
  - Formed the business as a sole proprietorship with a DBA in the state of NH
  - Established efficient workflow with vendors and customers
  - Conducted A/R, collections, A/P, and created custom invoices
  - Provided administrative support as needed
  - Prepare monthly financial statements and management reports
- Contract Completed*

Select Signings | Real Estate Industry | Laguna Hills, CA  
**Bookkeeper & Notary Public**  
*2003 - 2006*

- Managed a small accounting department as the business grew, delegated tasks and supervised performance.
- Set up company and chart of accounts in QuickBooks (desktop version)
- Prepared financial statements
- Conducted monthly bank and loan account reconciliations
- Ensured accuracy in all accounting entries and records
- Posted journal entries to the general ledger as needed
- Prepared books for annual tax returns
- Processed A/P, ensuring payments were made on a timely basis
- Processed A/R, decreased bad debt by 43%
- Reconciled a high volume of vendor payments and other disbursements
- Performed financial analysis for high-value investments
- Evaluated existing processes within the finance department and identified areas for improvement
- Developed invoicing systems and internal controls to boost efficiency, compliance, and accuracy
- Became a Notary Public in the state of California

Walt Disney Records & Walt Disney Pictures | Studio City, CA  
**Administrative Assistant to CFO**  
*1999 - 2003*

- Managed CFO's calendar, prioritizing and scheduling meetings, conferences and travel arrangements
- Prepared expense reports, memos, invoices, purchase orders, and presentations
- Designed and formatted annual financial reports
- Facilitated communications between employees, management, and stakeholders with CFO
- Organized and maintained filing system of confidential financial records
- Provided administrative support to other members of the accounting and finance team
- Served as liaison between the CFO and other departments
- Transferred from Disney Records to Pictures with the same job description in 2002

## Education

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1996 - Bachelor of Science degree received from the University of California, San Diego