

# ANDREA D. PERRY

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## FULL CHARGE BOOKKEEPER

- Full Cycle Accounting Knowledge
- Software Systems Proficiency
- Multifunctional Collaborator
- Payroll Administration

## AR BILLING/AP SPECIALIST

- US GAAP/SOX 404 Regulations
- Multiple Accounts Management
- Budgets and Reconciliations
- Team Leadership/Training
- Financial Analysis/Documentation
- Ongoing Process Improvements
- Accurate Scheduled Reports
- Client/Vendor Relations

*Detail-oriented and proficient* professional with years of comprehensive experience in financial accounting and office management. Proven track record in Budget versus Actual (BvAs), Accounts Receivable (AR), Cash Reconciliation/Application, Deferred Revenue, T&E, Installment Payments, Accounts Payable (AP) and Purchase Order (PO) accounting. Uses advanced skills to perform accounting duties related to month/quarter/year-end close, including preparation of journal entries and account reconciliations, ensuring strict compliance with company and regulatory standards. Recognized for outstanding service and exemplary effort in the workplace.

## CAREER HIGHLIGHTS & ACHIEVEMENTS

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- **Streamlined** accounting processes for multiple small businesses, reduced bookkeeping errors, and saved clients 10–15% annually on accounting fees.
- **Implemented** efficient payroll and tax filing systems, minimized late fees and penalties, and saved employers multiple thousands per year.
- **Negotiated** health department vendor contracts, optimized purchasing procedures, and reduced supply costs 12%.
- **Identified** law firm billing discrepancies recovering thousands in lost revenue and preventing future losses.
- **Improved** cash flow management for medical practices resulting in 20% reduction of outstanding receivables and an increase in available working capital.
- **Introduced** internal controls and compliance measures preventing costly errors and avoiding potential fines by ensuring regulatory compliance.

## PROFESSIONAL EXPERIENCE

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**01/2015 – Present** **Business Consultant, Full Charge Bookkeeper, CEO**, BOOKKEEPING BY ANDREA, Cartersville GA

- Manage full-cycle bookkeeping for small businesses utilizing QuickBooks Online, including setup, maintenance, and user access.
- Oversee vendor and customer record creation, invoice customization, and payroll administration.
- Conduct bank reconciliations, cash flow analysis, and financial reporting. Prepare and file payroll and sales tax reports, 1099s, and journal entries.
- Provide trusted consulting on accounting processes and software integrations.
- Liaise with CPAs and QuickBooks ProAdvisor consultants regarding compliance/system updates.
- Maintain up-to-date proficiency in Microsoft Office and Intuit staying current on updates/news that affect application and accounting rules and requirements.
- Superior capabilities of each level of QuickBooks Online including Free, Basic, and Plus as well as compatible add-ons for payroll, credit cards, and online banking.

**09/2016 – 11/2021** **Full Charge Bookkeeper**, GIACOMA ROBERTS & DAUGHDRILL LAW FIRM, Atlanta GA

- Tracked and managed three separate sets of accounts relating to as many as 100 customers for Giacom Law, Roberts & Daughdrill, and Giacom Roberts & Daughdrill.
- Maintained financial records, processed transactions, and managed separate accounts through QuickBooks Online, Clio, and Law Pay.
- Merged separate reconciliations/financial reports for aggregate totals. Prepared financial statements, performed monthly/quarterly/yearly closing, and reconciled bank/credit card accounts.
- Managed bi-weekly payroll, employee benefits, and tax filings (sales, payroll, income).
- Supported budgeting, forecasting, and GAAP/SOX compliance.
- Handled billing, accounts payable/receivable, vendor communications, and contract management.
- Generated client and attorney reports, processed billing, and managed e-billing submissions.

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- 01/2014 – 09/2016** **Health District Coordinator**, GEORGIA DEPARTMENT OF PUBLIC HEALTH, Atlanta GA
- Collaborated with budget directors and district liaisons to support 16 health offices serving 400K population. Managed vendor relationships for cost management.
  - Administered \$25K/purchase budget cap, streamlined procurement/office/medical supply ordering processes while overseeing PeopleSoft Financials for tracking and reporting.
- 01/2013 – 01/2014** **Administrative Coordinator**, ENVIRONMENTAL PROTECTION DISTRICT-AIR BRANCH, Atlanta GA
- Provided Branch Chief executive-level administrative support including calendar management and travel coordination and assisted with internal budget planning and project development.
  - Supervised administrative staff, organized meetings/events, and worked with 12 engineers.
  - Liaised with 5 offices, maintained records, managed departmental databases, coordinated office operations and accounting activities.
- 09/2012 – 01/2013** **Full Charge Bookkeeper (contract)**, PERIMETER ORTHOPEDICS, Atlanta GA
- Collaborated with Practice Administrator and provided HR and administrative support to the team including recording daily financial transactions, maintaining ledgers, processing accounts receivable/payable, preparing financial statements and managing tax filings.
- 09/2006 – 09/2012** **Full Charge Bookkeeper**, SOUTHWEST ATLANTA NEPHROLOGY, Atlanta GA
- Worked closely with Practice Administrator to assist with budgeting and provide ongoing bookkeeping support for five office locations including payroll and benefits administration.
  - Prepared financial statements, reconciled accounts, and handled contracts.
  - Ensured compliance with accounting standards and provided financial analysis for management.
- 04/2004 – 06/2006** **Executive Administrative Assistant**, GEORGIA DEPARTMENT OF REVENUE, Atlanta GA
- Provided administrative support to Commissioner of ITD and 5 direct managers including managing schedules and coordinating meetings/events.
  - Supervised 2-member clerical staff team, managed office resources, performed bookkeeping, document preparation, and vendor negotiations.
- 06/2002 – 04/2004** **Accounts Payable Specialist**, FOX 13 TAMPA BAY, Tampa FL
- Managed accounts payable for multiple entities and vendors using accounting software.
  - Processed invoices, reconciled accounts, ensured accurate payment processing, maintained vendor relationships, collected and submitted sales/use taxes.

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**EDUCATION** **Associate of Applied Science-Health Information Management**, DeVry University, Decatur GA

**CERTIFICATION** **Medical Billing and Outpatient Coding**, Sanford Brown College, Atlanta GA  
**QuickBooks Online Advisor**, QuickBooks

**TECHNOLOGY** QuickBooks Online (Certified ProAdvisor) including QuickBooks Enterprise Solutions, QuickBooks Desktop, QuickBooks Online Payroll, Intuit Workforce Payroll, Bamboo HR, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), PeopleSoft Financials, SAP Financials, Clio Law Practice Management Software, Law Pay (Legal Payment Processing), Timeslips (Time Tracking & Billing), BILL.com (Accounts Payable Automation), IOLTA Trust Accounting, E-billing Systems, Cloud-Based Accounting Platforms, Data Entry & Database Management, Financial Reporting Tools, Document Management Systems