

BREEANN S. LEACH

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PROFESSIONAL SUMMARY

Passionate Finance Professional with over 6 years of valuable experience in a combination of accounting, bookkeeping, and financial management.
Successful at providing quality service to clients with professional accuracy.

HIGHLIGHTS

- Quickbooks Online Certification
- Expert in Microsoft Excel, Word & PowerPoint
- Self-Starter
- Independent worker & a valued team player
- Knowledge of GAAP guidelines
- MBA graduate
- Payroll

EXPERIENCE

BREEBOOKS

December 2017 to Current | Victorville, CA

Self Employed Bookkeeper/ Consultant

- Provide bookkeeping services for clients nationwide
- Weekly coding and monthly account reconciliations
- Run payroll using Quickbooks Online, & Gusto payroll. Prepare 1099's for contractors
- Provide financial reports for company owners
- Offer advice to improve business operations, efficiency, and profitability

LIFE INSTITUTE OF LEADERS

November 2012 to October 2018 | Victorville, CA

Finance Manager

- Manage the finances of a non-profit 501(c)(3) organization according to government guidelines
- Collect, prepare & file employee and independent contractor tax forms, process payroll
- Prepare annual budgets and manage spendings
- Manage donor accounts and keep accurate records of donor giving
- Daily administrative responsibilities
- Works with Executive team to accomplish financial goals of the Organization
- Promoted to Finance Manager position after 3 years of being Administrative Assistant
- Successfully managed finances of a \$620K building project until completion

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MBA IN FINANCE

Grand Canyon University, Phoenix Arizona

2016

BACHELOR OF ARTS: Business Administration

Azusa Pacific University, Azusa California

2012