

I have an associate degree in accounting. I began my career working for a company that manufactured Fire Training trailers nationally and internationally. Job costing was a priority for this company and my responsibilities included payroll, receivables, payables, and preparing monthly financial statements. I remained with them for 15 plus years during which time I became a certified QuickBooks Consultant. I continued my career setting up an accounting system for six wireless phone stores.

I currently am an independent contractor setting up as a virtual accounting business. My accounting skills include accounts receivable, accounts payable, payroll and payroll taxes, bank reconciliation, and credit card reconciliation and preparing financial statements. I am also a Quickbooks Desktop ProAdvisor and Quickbooks Online Certified. I have been doing bookkeeping virtually for the past two years. I am now looking for clients who can utilize my skills on a more permanent basis.

Brenda Wachtmann

419-438-5662

BRENDA L WACHTMANN

BAM Bookkeeping LLP

brenw.bam@gmail.com 419-438-5662

Career Objective

I am looking for a company who would like to outsource their bookkeeping and/or payroll job. I have 15 plus years' experience and my qualifications are below.

Professional Accomplishments

Quickbooks Certified

- Trained to install and setup Quickbooks Desktop
- A Qualified Pro Advisor
- QBO Two Years' Experience
- Virtual Bookkeeper
- Excel Experienced

Associates Degree in Accounting

- Prepare Financial Statements
- Produce Payroll, Reports and File Taxes
- A/P and A/R and Bank and Credit Card Reconciliation

Certified Bookkeeper

- Member of American Institute of Professional Bookkeepers

Employment History

2015-Current	Accountant/Payroll Processor	Dusk Ent LLC. Wauseon Ohio
2009-2015	Accountant	SAY Cellular Inc. Wauseon Ohio
1995-2015	Accountant	Walters Group Inc. Napoleon OH

Education

1994	Associate of Applied Business in Accounting Technology	Northwest State Community College, Archbold Ohio
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1981	Liberty Center High School	Liberty Center, Ohio
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BRENDA WACHTMANN

References

Abby Bostelman, President	SAY Cellular Inc.	419-260-5157
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Shirley Sigg, President	W J Enterprises	567-444-4701
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Deb Wachtman	Napoleon Ohio	419-766-0072
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