

CHARVEL PORTER

Accounting and bookkeeping professional with 10+ years of experience supporting day-to-day financial operations, including QuickBooks Online, bank and credit card reconciliations, accounts receivable, accounts payable, transaction review, financial reporting, payroll, and month-end accounting processes. Experienced working independently with high-volume and multi-entity financial data while identifying discrepancies and maintaining accurate supporting documentation. QuickBooks Online Certified ProAdvisor currently completing an MS in Accounting.

BOOKKEEPING & ACCOUNTING

- QuickBooks Online
- Bank Reconciliations
- Credit Card Reconciliations
- Transaction Categorization
- Accounts Receivable
- Accounts Payable
- General Ledger Review
- P&L/Balance Sheet Review
- Month-End Close
- Financial Reporting
- Account Cleanup
- Payroll
- Sales Tax
- Multi-Entity Accounting

TECHNOLOGY

- QuickBooks Online
- Excel - Advanced/VBA
- Microsoft 365
- Google Workspace
- SaaSAnt
- Toast POS
- NetSuite
- Oracle

CONTACT

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⌖ Silver Springs, NV - Remote
in linkedin.com/in/charvel-porter

EDUCATION

Master of Science in Accounting
Maryville University - Expected December, 2026

Bachelor of Arts - Theatre Arts
Sonoma State University - 2014

Associate of Arts - Theatre Arts
Lake Tahoe Community College - 2012

EXPERIENCE:

BreWingZ - Accounts Receivable Specialist
April 2025-Present

- Manage accounting and reconciliation processes across a multi-location restaurant organization
- Reconcile bank deposits, credit card activity, cash activity, and third-party payment platforms
- Research and resolve discrepancies between QuickBooks Online, Toast POS, bank activity, and supporting records
- Maintain and reconcile clearing accounts for credit cards, cash, and third-party delivery platforms
- Process and review invoices, payments, deposits, chargebacks, and accounts receivable activity
- Review general ledger activity and supporting financial data for accuracy
- Prepare aging reports and support collections and month-end accounting processes
- Utilize QBO, Excel, SaaSAnt, Toast, and third-party platforms to streamline high-volume accounting workflows
- Maintain detailed documentation supporting reconciliations and financial transactions

Welcome's Towing - Dispatch
2023-2025

- Managed high-volume inbound calls and coordinated dispatch operations
- Processed payments and maintained accurate financial records
- Optimized scheduling and routing for improved efficiency

Bally's Lake Tahoe - HR, AR, Payroll
2022-2023

- Managed AR processes including invoicing, payment tracking, and collections
- Analyzed aging reports and reduced delinquent accounts
- Processed payroll for 200+ employees with accuracy and compliance
- Administered benefits and supported financial operations

CARD - Operations Manager
2021-2022

- Oversaw operations including payroll, scheduling, and staff management
- Developed KPIs and tracked performance
- Assisted with budgeting and financial oversight

LTPH - Office Manager
2015-2021

- Managed full-cycle bookkeeping including AR, AP, payroll, and bank reconciliations
- Processed vendor bills, customer invoices, payments, and deposits
- Prepared tax filings and maintained accurate financial records