

Cell Phone: (804) 512-2147

Cheryl L. Combs
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Experience

Owner January 2017 to Present
Cheryl's Bookkeeping Plus, LLC Midlothian, VA

- Bookkeeping
- Company set up in QuickBooks
- W2, W3, 1099, and 1096
- Sales taxes for multiple states
- Payroll and reports
- Working with Breeze, Campsite, and Brightwheel management system programs
- Assisting in grant writing
- Miscellaneous virtual assistant services, including basic graphic design and website editing, scheduling, email maintenance, managing TSheets, database entry and maintenance, scheduling meetings, and making travel reservations
- Customer service

Office Manager/Administrative Assistant/Director of Operations/ November 1995 to January 2017
Full-Charge Bookkeeper Midlothian, VA

*Precision Power, LLC/H2H Holdings, Inc./Dynecon, LLC/
Point in Time Energy, LLC/Rival Group, LLC*

- Invoicing, accounts receivable, accounts payable, semi-monthly payroll
- Calculating and processing commission payments
- Semi-monthly payroll taxes and monthly and quarterly tax reports (until payroll service was hired in 2007)
- Bank reconciliations
- Journal entries
- End-of-year W2 and W3 (prior to 2007) and 1099 and 1096 (thru 2017)
- Created spreadsheets, databases, and filing systems, as needed
- Quote/bid jobs (sales and service), follow up, and close
- Processing eVA and government bids
- Monthly sales tax filing for numerous states
- Schedule service calls with customers via phone and/or email
- Order parts/batteries/equipment and schedule/coordinate shipments
- Coordinate service technician schedules
- Service Contracts
- Government Contracts including Quantico, State Police, and hospitals
- Reconcile credit card statements

Head Teller June 1995 to December 1995
NationsBank (now Bank of America) Richmond, VA

- Daily cash transactions and settlement
- Daily and monthly reports
- Assist customers with deposits, withdrawals, and entering their safe deposit boxes

Executive Secretary/Full-Charge Bookkeeper July 1991 to May 1995
David Raney Florist Texarkana, TX

- Data entry of daily sales using florists' software
- Invoicing, accounts receivable, accounts payable, weekly payroll
- Bank reconciliations
- Some experience waiting on customers, taking orders (in person and on the phone), processing credit card orders
- Customer service

Tax Clerk September 1989 to July 1991
The Arnold Companies Texarkana, TX

- Data entry
- Purchase journals
- Filing
- General Office

Skills

- Accounts Payable/ Accounts Receivable
- Payroll Preparation
- QuickBooks Online and QuickBooks Desktop
- MS Office
- MS Excel
- PowerPoint
- Bookkeeping
- Bank and Credit Card Statement Reconciliation
- Scheduling travel

Education

BBA in Accounting December 1994
Texas A&M University Texarkana, TX
Completed continuing education courses to receive certification with SABRE reservation system used by airlines.

Associate Degree in Accounting May 1989
Texarkana College Texarkana, TX

Interests

- Church activities
- Spending time with family
- Volunteer work including 3 years as VP of neighborhood recreation association and 10+ years in the church library
- Domestic and international travel
- Computers, including basic knowledge of web design
- Bicycling, walking, swimming, gym classes
- Pets
- Photography
- Writing
- Teaching ESL. I have a TEFL certificate.

Memberships

- American Institute of Professional Bookkeepers
- Better Business Bureau Accredited
- Treasurer on the Board of two Foundations