

COURTNEY AMOROSO

WORK HISTORY

Accountant / Business Consultant, 10/2022 to Current **Self-Employed Services - Remote**

- Perform full-cycle accounting functions to drive financial accuracy
- Identify areas of improvement, implement solutions, and streamline processes by implementing more efficient systems based on clients' individual needs

QuickBooks Live Senior Bookkeeper, 03/2022 to 09/2022 **Intuit - Remote**

- Provided comprehensive bookkeeping support for multiple small to medium-sized businesses located in various states and industries
- Followed monthly cadence schedule including but not limited to updating checklists, trackers, and schedules, as well as daily communication with team members utilizing various platforms

Accountant / Business Consultant, 03/2020 to 02/2022 **Self-Employed Services - Remote**

Staff Accountant, 08/2019 to 03/2020 **RCG LLC - Somerville, MA**

- Prepared simple to complex tax returns for individuals, trusts, and partnerships
- Performed full-cycle accounting functions for various multi-family properties including but not limited to reconciliations, general ledger maintenance, and financial statement analysis
- Maintained fixed asset records & schedules, management & brokerage fees, cash forecasting, and inter-company activity

Accountant / Business Consultant, 01/2019 to 07/2019 **Self-Employed Services - Weymouth, MA**

Tax Preparer (Seasonal), 01/2019 to 07/2019 **Jackson Hewitt - West Roxbury, MA**

- Managed local office on weekends during tax season while preparing simple to complex tax returns for individuals and small businesses
 - Assessed individual clients' tax situations to determine best filing options while maintaining compliance with federal and state tax laws and regulations
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CONTACT

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PROFESSIONAL SUMMARY

Experienced business professional with a strong background in accounting. Focused on achieving financial accuracy and supporting dynamic business needs through analytical problem-solving and effective team collaboration to meet organizational goals.

SKILLS

- CCH ProSystem fx Tax, QuickBooks, Yardi, ADP, Paychex, Salesforce, Workday, Square, Stripe, Slack, Zoom, Microsoft 365, Google Drive, Adobe Acrobat Pro
 - Full-Cycle Accounting, Budgets, Payroll, Fixed Assets, Inventory, Audit, Tax, Human Resource Management, Special Projects
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EDUCATION

Bachelor of Science, Accounting
Bentley University - Waltham, MA

CERTIFICATIONS

- QBO Advanced Certified ProAdvisor
 - QBO Payroll Certified ProAdvisor
 - QB Desktop Certified ProAdvisor
 - QBD Enterprise Certified ProAdvisor
 - Microsoft Office Specialist (MOS)
 - Notary Public, Georgia, 02/11/2029
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