

# Felix Likokha

## **Certified Public Accountant**

Sequim, WA 98382

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## Professional Summary

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Results-driven Book keeper and with 15+ years of experience in financial management and bookkeeping across various industries, including aviation and hospitality, farming. Proven expertise in maintaining accurate financial records, managing accounts payable and receivable, and preparing detailed financial reports. Skilled in implementing efficient bookkeeping systems and utilizing accounting software like QuickBooks to enhance productivity. QuickBooks ProAdvisor, dedicated to delivering exceptional financial oversight and compliance.

Willing to relocate to: Sequim, WA - Port Townsend, WA - Port Angeles, WA

Authorized to work in the US for any employer

## Work Experience

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### **Bookkeeper**

Brownfield Builders & Kanter Family Partnership LLC-Sequim-Sequim, WA

January 2025 to Present

- Invoicing Customers
- Updating general ledgers
- Bank Reconciliation
- Payroll processing
- Preparing financial statements monthly

### **Full Charge Bookkeeper**

The Felix Financial LLC-Sequim, WA

January 2025 to Present

- Managed full cycle accounting processes, including accounts payable and receivable, general ledger entries, bank reconciliations, and financial statement preparation
- Maintained accurate and up-to-date records of financial transactions using accounting software
- Performed monthly closing procedures to ensure timely and accurate financial reporting
- Collaborated with external auditors during annual audits to provide necessary documentation and support
- Generated detailed financial reports for management review, analyzing variances and providing recommendations for improvement
- Managed payroll processing, ensuring accurate calculation of wages, deductions, benefits contributions, and tax withholdings
- Implemented electronic document management system for efficient storage and retrieval of financial records

### **Part time Bookkeeper/caregiver**

Parkside Adult Family Home-West Richland, WA

September 2024 to January 2025

- Performed monthly bank reconciliations to ensure accuracy of financial transactions
- Managed accounts payable and accounts receivable processes, ensuring timely payments and collections
- Prepared and filed quarterly tax returns in compliance with applicable regulations
- Generated detailed financial reports, including balance sheets, income statements, and cash flow statements
- Implemented efficient bookkeeping systems to streamline processes and improve productivity
- Assisted in the preparation of budgets by providing accurate financial data and analysis
- Utilized accounting software (e.g., QuickBooks) to record transactions accurately and efficiently
- Provided compassionate care and support to elderly clients, ensuring their safety, comfort, and well-being
- Assisted with daily activities such as bathing, dressing, grooming, and medication management
- Monitored vital signs and promptly reported any changes or concerns to healthcare professionals
- Created personalized care plans for each client based on their individual needs and preferences
- Maintained a clean and organized living environment for clients by performing light housekeeping duties

### **Part time Bookkeeper/Caregiver**

Amazing Care Adult Family Home-Federal Way, WA  
January 2023 to August 2024

- Managed all aspects of the company's financial records, including accounts payable and receivable, payroll, and general ledger
- Implemented a new bookkeeping system that improved efficiency by 100%
- Performed monthly bank reconciliations to ensure accuracy of financial data
- Prepared and analyzed financial statements on a regular basis to provide insights for decision-making
- Provided compassionate and personalized care to elderly clients, ensuring their physical and emotional well-being
- Assisted with daily activities such as bathing, dressing, grooming, and medication management
- Monitored vital signs and reported any changes or concerns to healthcare professionals
- Created a safe environment by implementing fall prevention strategies and maintaining a clutter-free living space
- Managed household tasks including light housekeeping, laundry, and grocery shopping
- Organized medical appointments and transportation for clients, ensuring they received necessary healthcare services on time
- Engaged in meaningful conversations with clients to provide companionship and reduce feelings of loneliness or isolation
- Collaborated with family members to develop care plans that met the specific needs of each client
- Maintained accurate documentation of daily activities, medications administered, and any notable changes in client's condition
- Responded promptly to emergencies or urgent situations by following established protocols for immediate assistance
- Coordinated hospice services including pain management interventions under the guidance of healthcare professionals
- Assisted individuals with disabilities in achieving independence through skill-building activities

### **Chief Accountant**

Airspray Kenya Limited & Cpower Consulting Ltd-Kenya-Nairobi,  
April 2014 to December 2022

Duties:

- . Audit Revenues and Expenses
- . Invoicing and following up on payments from debtors.

- . Processing payments to creditors
- .Booking creditors and debtors invoices in quickbooks sheet, Trading Profit & Loss Accounts ready for audit.
- . Keep record of inventory
- . Preparation of the payrolls
- . Weekly bank, creditors and debtors reconciliations.
- . Filling of statutory returns i.e. VAT, PAYE, NSSF,NHIF and WHT

## **Finance and Administration Manager**

Legend Hotels Ltd-Nyeri, Kenya

January 2009 to March 2014

Company Profile: A five-Star Hotel located in the heart of Nyeri town in Mt. Kenya region. It offers accommodation and conference facilities.

Position: Finance and Administration Manager

Responsibilities

- Audit Revenues and Expenses to ensure Internal Control Systems are adhered to.
- Preparation of budgets and forecasts.
- Preparation of final accounts i.e. Trial balance, Balance Sheet, Trading Profit & Loss Accounts ready for audit.
- Check and verify the accuracy of the daily revenue flash report
- Preparation of the payroll.
- Regular bank, suppliers and customers reconciliations.
- Filling of statutory returns that is Value Added Tax, Pay As You Earn, National Social Security Fund, National Hospital Insurance Fund.
- Preparation of , month end, quarterly and year end management reports
- Developing, implementing and maintaining of Standard operating procedures (SOPs).
- AR/AP verification and approval
- Coordinating internal and external audit proceedings
- Reconciliation of balance sheet accounts
- Ensure all accounts staff are proficient in hotel accounting policies and procedures and are diligently implemented.
- Ensure that confidential records and other information is properly safeguarded and not removed from office
- Keeping an eye on food and beverage costs and having daily reports for the same to the directors.
- Perform any additional duties and / or special tasks as assigned by the Directors

## **Senior Accountant**

Panocal International Limited-Kitale

May 2004 to December 2008

Company Profile: Agricultural & horticultural farm which Grows Roses, Wheat and Seed Maize on average land of 2,500 acres. It also practices Livestock farming.

Position: Senior Accountant

Responsibilities

- Management of accounts receivables and payables.
- Bank, supplier and debtor reconciliations.
- Posting invoices into Pastel accounting system & updating the General ledgers.
- Payroll preparation and Paying casuals weekly

- Maintenance of fixed assets register and Computing and updating depreciation charge on monthly basis.
- Filing of statutory returns. N.H.I.F. NSSF,PAYE, V.A.T and WHT,
- Petty cash verification, analysis and handling.

## **Finance Manager**

Nekeki NGO-Kitale

June 2002 to April 2004

Organization: Nekeki NGO

Organizations Profile: A not for profit organization involved in Adolescent Sexual Reproduction, Problem solving for Better Health, HIV/AIDS awareness and Home based care, poverty eradication and youth to youth Programme. Funded by German foundation for Population Health,Dreyfus Health Foundation, Norwegian Church Aid, and DFID

Position: Finance Manager

Responsibilities.

- Preparation of management and donor financial reports.
- Ensuring that multi-donor costs are accurately accounted for and ensure that correct apportioning of the costs as per the approved proposal budgets and policies.
- Corresponding with the donors for clarification of accounts.
- Filling statutory returns.
- Keeping and maintaining all books of account.
- Checking all payment vouchers for authenticity, allocation, accuracy and reasonableness
- Custody of the check books
- Ensuring that all revenue is banked in an appropriate bank account.
- Ensuring that all revenues are completely, fully and wholly recorded.
- Custody of unused and used receipt books
- Office management
- Maintaining the payroll
- Bank, creditors & debtors reconciliation

## **Accountant**

Kuria Holding Ltd-Nairobi

August 2000 to May 2002

Responsibilities.

- Keeping and maintaining all books of account.
- Daily banking and bank reconciliations
- Paying salaries
- Preparing invoices to and collecting payments from clients
- Filling statutory returns.
- Office management.

## **Audit Clerk (Part Time)**

Mashimba & Associates-Nairobi

January 1998 to July 2000

Responsibilities:

- Verifying the general ledger postings against the source documents
- Verifying the bank, supplier and debtor reconciliations
- Verifying the closing stocks

- Verifying the cash in hand and preparing the cash certificates
- Extracting the Trial balance
- Preparation of the Trading, Profit and loss accounts
- Preparation of the balance sheet
- Checking on the internal control systems and advising the management

## Education

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### **First Aid (CardioPulmonary Resuscitation (CPR))**

CPR Training Centre-Alhambra-Alhambra, CA  
February 2023 to March 2023

### **Healthcare Management (Health Care Aide (HCA))**

Washington Care Academy-Kent, WA  
January 2023 to February 2023

### **Accounting (Bachelor of Commerce)**

University Of Nairobi-Kenya-Nairobi  
January 2001 to November 2004

### **Accounting (Associate's degree)**

Vision Institute Of Professionals-Nairobi  
January 1997 to February 2000

### **Secondary Education (Kenya Certificate of Secondary Education)**

Leseru Secondary School-Eldoret  
January 1991 to December 1994

### **KCPE (Kenya Certificate of Primary Education)**

Shitochi Primary School-Kakamega  
January 1983 to December 1990

### **Bachelor's degree in accounting**

### **Some college**

## Skills

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- Office management
- Labor law compliance
- Affordable Care Act (ACA)
- Nonprofit financial management
- Personal grooming assistance
- Payroll systems (technically supported)
- Data cleaning
- Data modeling
- Payroll deduction management

- Financial software
- Financial record maintenance
- Payroll tax
- State-specific labor laws
- Basic math
- Financial statement audits
- Google Workspace
- Accounting data entry
- Compliance management implementation
- Cost allocation
- Accrual accounting
- Paychex
- Accounting standards
- Payroll record maintenance
- Dropbox
- Payroll management
- Accounting firm experience
- Technical Proficiency
- Program management
- Team leadership
- Research
- Policy & process development
- QuickBooks
- Balance sheet creation
- Financial performance report preparation
- Databases
- Tax compliance
- Ability to work under minimal supervision.
- Microsoft Excel
- Client invoicing
- Team player
- the Internet.
- Bank Reconciliation
- Developing accounting systems
- Client communication
- Food service management
- Professional development support
- Financial compliance
- Internal Audits
- Experience in non-profits

- Data entry
- Critical thinking
- Public accounting
- IT
- Client relationship development
- Office experience
- Financial management report preparation
- Clerical experience
- Bookkeeping - Bookkeeping experience (More than 20 years)
- Microsoft Word
- Decision making
- Regulatory compliance accounting
- Financial data management
- Strategic management
- Body mechanics
- Technical support
- Partnership tax return preparation
- Statistics
- CPR
- Accounting systems
- Excel formulas
- Performance management
- Mentoring
- Budgeting
- Accounting experience within manufacturing industry
- IFRS
- Accounting experience within financial services industry
- Attention to detail
- Expense reports
- Patient monitoring
- Customer communication
- Financial analysis
- Managing accounting teams - Largest accounting team managed (1-5 members)
- Year-end close
- Mobile devices
- Consulting experience
- Patient service
- Staff scheduling
- Marketing
- Non-profit accounting

- Laundry
- Financial services
- Staff supervision
- Preparation of internal financial performance reports
- Document management systems
- Construction accounting
- Healthcare management
- SSRS
- Presentation skills
- IT auditing
- Time management
- Team development
- Google Calendar
- Accounting and finance experience
- Payroll deduction report preparation
- Experience with children
- Property management bookkeeping
- Client file management
- Debt collection
- Budget planning
- Tax preparation software
- General Ledger Reconciliation
- Forensic audits
- Time & attendance systems
- Patient advocacy
- Tax law compliance support
- Client services
- Individual consumer customer service
- Pastel
- HIPAA
- Macros
- Financial data reconciliation
- Hotel plus
- Accounting experience within retail
- Safe environment creation
- Telecommunication
- Vendor management
- Excel data analysis
- Communication platforms
- Cost accounting

- Accounts payable
- Managing budgets in a finance role
- Financial forecasting
- Filing
- Administrative experience
- Google Sheets
- Payroll
- Bookkeeping for tax purposes
- Written communication
- Paycheck issuance
- Driving
- Financial model development
- Home Care
- Older adults
- Google Drive
- Ability to multitask.
- Wage calculation
- Revenue auditing
- Balance Sheet Reconciliation
- NextGen
- Industry knowledge of financial regulations
- QuickBooks Payroll
- Data collection
- Regulatory compliance
- Ethics
- Communication skills
- Computer skills
- Grant funding
- Care coordination
- IAS
- Tax return preparation
- Meal assistance
- Management
- Experience with individuals with mental health conditions
- Accounting experience within construction industry
- Entrepreneurship
- HRIS
- First aid
- Cooking
- Patient interaction

- Analytical thinking
- Bookkeeper experience
- GAAP
- Cash management
- Employment & labor law
- Zoom
- Financial reporting software
- Residential building projects
- Math
- Microsoft Access
- Typing
- Internal controls
- Medication management
- Accounting experience within healthcare industry
- Customer service
- Business financial process improvement
- Computer operation
- Organizational skills
- Supervising experience
- Balance sheet
- Budget forecasting
- Accounts receivable
- State tax
- Tax experience
- Financial model construction
- AI
- Payroll direct deposit management
- Medical office management
- Financial regulatory compliance
- Food handling
- Spreadsheets
- Managing clients in a finance role - Clients managed simultaneously in a finance role (4-6 clients)
- Writing skills
- ASC 606
- Payroll tax processing
- Financial concepts
- FMLA
- Financial reporting
- Financial compliance audits
- Sage

- Data-driven decision making
- Loan collections
- Data validation
- Presentation creation
- Tax law
- Overseeing compliance functions
- Income tax preparation
- Quality improvement
- Farming
- Practice management
- Corporate tax return preparation
- Cost budgeting
- Cost accounting analysis
- Cash flow management
- Sales
- Financial management
- Cloud services
- Analysis skills
- Grant management
- Non-disclosure agreements (NDAs)
- Sales tax
- E-commerce
- Data analysis skills
- Contracts
- Finance experience within services industry
- Organizational budget management
- Ability to adapt in any environment and can work in shifts.
- Accounting - Accounting experience (More than 20 years)
- Individual tax
- Purchase orders
- Executive administrative support
- Clinical trial projects
- Clinical research
- Financial Report Writing
- Financial close processing
- Accounting software
- Inventory management
- General ledger accounting
- Cash flow statement
- Microsoft Teams

- Payroll processing - Payroll processing experience (16-20 years)
- Income statement preparation
- Meal preparation
- Activity-based costing
- Payroll earnings report preparation
- Managerial strategic planning
- QuickBooks Online
- Delegation
- Relationship management
- Journal entries
- Financial Statement Preparation
- Cash flow forecasting
- Account reconciliation
- Data visualization
- Team management
- Care plans
- Dressing assistance
- Teamwork
- Customer inquiry handling
- Customer relationship management
- Microsoft Outlook
- Workday
- Cloud-based systems
- Month-end close
- Self-directed learning
- Safe patient lifting practices
- Caregiving
- Computer networking
- Automation
- Fair Labor Standards Act (FLSA)
- Payroll tax returns
- Microsoft Powerpoint
- Contractor management
- Microsoft Office
- Corporate accounting
- Contract management
- ERP systems
- Ethernet
- Managing care facility teams
- Work ethic

- ADP
- Income statement
- 10 key typing
- Windows
- Tax return processing
- Proposal writing

## Languages

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- English
- Bilingual

## Certifications and Licenses

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### **Licensed Nursing Assistant**

July 2024 to Present

### **CPA**

January 2002 to Present

### **Fundamental Payroll Certification**

### **Certified Public Bookkeeper (CPB)**

### **Certified Bookkeeper**

### **QuickBooks Certified ProAdvisor**

### **Certified Payroll Professional**

### **CNA**

### **First Aid Certification**

### **CPR Certification**

### **Certified Home Health Aide**

### **Home Care Aide Certification**

### **Food Handler Certification**

### **Nurse Delegation Certification**

### **Certified Management Accountant**

### **Driver's License**

## Additional Information

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Nursing Assistant Registered