



Gerline Shaw
Jolie's Professional Organizer, LLC
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<http://www.joliesprofessionalorganizer.com>

Dear Hiring Manager,

My name is Gerline Shaw. I'm writing to convey my desire to work as an independent contractor for your organization. With over 25 years of professional hands-on expertise in accounting, I am responsible for providing accurate and timely financial reports and information to customers so that they may make informed decisions to meet company deadlines and goals. Throughout my career, I have contributed to bettering company outcomes through effective project organization, prioritization, and execution.

I've spent the last five years working with small businesses to help them simplify their accounting books and enhance their revenues. I've committed my career to decluttering and arranging financial records. My business management experience includes positions in accounting, bookkeeping, finance, and operations, as well as physical and electronic filing, procedures, and ensuring the integrity of internal controls while assisting my clients to flourish. I have attended educational training on topics such as sales and use tax, payroll, generally accepted accounting procedures, and compliance, to name a few.

JOB RESPONSIBILITIES

- Serve as internal accountant for multiple client
- Accounting/bookkeeping tasks, such as:
 - Accounts payable
 - Accounts receivable
 - Payroll journal entries
 - Reconciliations
 - Month end close, report generation
- Assist with cash flow projections and budgeting
- Help onboard new clients
- Standardize new accounting process
- Support client CPA for yearend closing and tax filing
- Other office administrative duties

SKILLS AND ABILITIES

- Passion for using math skills in a financial setting
- Attention to detail and "built-in" sense of urgency
- Excellent written and verbal communication skills
- Experience with QuickBooks, Microsoft Excel, Bill.com, Extrachef, Toast, Google Suites, Peachtree/Sage 50, 100 & NetSuite

EXPERIENCE

- 25+ years of experience as decluttering and organizing, accounting & bookkeeping
- Audit and Reconciliation experience
- Ensure accuracy and completeness of financial data
- Ensure compliance with relevant accounting standards and regulatory requirements
- Communicate effectively with team members to address any audit-related concerns

I would appreciate the opportunity to assist you and your team with my accounting knowledge. Let's collaborate! I can be reached using the contact information provided below.

Sincerely,
Gerline Shaw