HEATHER SCHMEETS

Fargo, ND | Open to Remote Opportunities | schmeetsheather@hotmail.com | (701) 650-7845

PROFESSIONAL SUMMARY

QuickBooks ProAdvisor and accounting professional with 10+ years of experience in full-cycle bookkeeping, construction accounting, and multi-client environments. Skilled in accounts payable and receivable, bank and credit card reconciliations, general ledger maintenance, job costing, month-end close, financial reporting, journal entries, 1099 preparation, payroll support, and financial cleanup. Experienced managing multiple priorities independently in both remote and office environments while maintaining accurate, deadline-driven financial records.

CORE COMPETENCIES

Full-Cycle Bookkeeping | Construction Accounting | Job Costing | Accounts Payable & Receivable | Bank & Credit Card Reconciliations | General Ledger | Month-End Close | Financial Statements | Journal Entries | Project Draws | 1099 Preparation | Sales Tax | Payroll Support | Multi-Entity Accounting | QuickBooks Online & Desktop | Buildertrend | Microsoft Excel

PROFESSIONAL EXPERIENCE

Office Admin / Bookkeeper

Building Concepts LLC - Horace, ND | July 2025 - Present

- Manage day-to-day bookkeeping and accounting operations for a $1M+ construction company, including AP/AR, invoicing, reconciliations, financial reporting, and month-end close.
- Perform 10+ monthly bank and credit card reconciliations and research discrepancies to maintain accurate financial records.
- Track project costs, assist with job costing, and support project draw requests, bids, and estimates.
- Coordinate vendor invoices, payments, credits, and supporting documentation across active construction projects.
- Prepare financial statements and organize accounting records to support management decision-making and year-end reporting.

Bookkeeping Associate

Eide Bailly - Remote | November 2022 - April 2025

- Managed bookkeeping responsibilities for multiple clients in a fully remote environment while meeting project budgets, turnaround times, and deadlines.
- Completed month-end close activities, including bank and balance-sheet reconciliations, journal entries, and general ledger account analysis.
- Coded and recorded bank activity and other bookkeeping transactions accurately across client accounts.
- Prepared sales tax reports and 1099, 1098, 1096, and related tax forms.
- Provided backup support across the bookkeeping team and responded to changing client and workload priorities.

Accountant

Archway Marketing - Fargo, ND | February 2021 - October 2022

- Reviewed and analyzed general ledger accounts and prepared journal entries with supporting documentation.
- Produced daily, weekly, monthly, and ad hoc financial reporting using internal reporting systems and tools.
- Supported month-end, quarter-end, and year-end close while consistently meeting corporate deadlines.
- Created and maintained standard operating procedures and supported audit requests requiring process documentation and accountability.
- Cross-trained on primary and backup responsibilities in a fast-paced accounting environment.

Title Clerk / Accounting Assistant

Outlet Recreation - Fargo, ND | January 2020 - February 2021

- Processed vehicle licensing, title transfers, registrations, and ownership documentation across multiple states.
- Supported accounts payable and receivable, bank reconciliations, data entry, warranty claims, and inventory registration.

Office Administrator / Bookkeeper

Elite Industries LLC - Fargo, ND | March 2018 - December 2019

- Managed AP/AR, payroll, invoicing, billing, bank reconciliations, project material ordering, and project scheduling.
- Supported construction project bids and managed invoice documentation, including coding, lien waivers, and compliance requirements.
- Managed business licenses and insurance records and assisted with year-end financial preparation for outside CPAs.
- Prepared monthly, quarterly, and annual financial statements for owners, investors, and lenders.

CERTIFICATIONS

QuickBooks ProAdvisor | **Notary Public**