Heather Kizer

918.892.3521ǀ Heatherkizer47@gmail.com

**Objective:**

Organized and motivated professional seeking an accounting position where I can utilize my education, skills, and experience while benefitting your organization with my positive attitude.

**Skills Summary:**

* Takes initiative; exceptional problem-solving abilities
* Self-motivated and dependable
* Loyal and honest
* Multi-tasking, organized, and adaptable
* Excellent time management skills
* Disciplined

**Experience:**

Cortrol Process Service/Frontier Plastics Fabricators Present. Tulsa, Oklahoma

**Bookkeeper/Accounting Specialist**

* Multiple Businesses and locations
* Bank Reconciliations
* Financial Reports
* Payroll
* Sales Taxes for multiple states
* AP/AR
* Invoicing
* Excel
* Passport Software

Valiant Properties, LLC. Present. Tulsa, Oklahoma

**Bookkeeper/Tax Accountant**

* Virtual Bookkeeping for real estate business
* QuickBooks Accountant
* Tax Preparation for multiple years
* Reconciliations
* Financial reports
* Invoicing
* AP/AR
* QuickBooks Online Accountant

G. S. Trucking, Inc. Present Tulsa, Oklahoma

**Bookkeeper/Tax Accountant**

* Virtual Bookkeeping for semi-car hauler-driver
* QuickBooks Accountant
* Tax preparation
* Mileage tracking
* Invoicing
* AP/AR
* Financial reports

Tidy Time Inc. 01/2001 – Present Tulsa, Oklahoma

**Assistant Manager**

* Manages expenses, income, and inventory
* Accounts receivables
* Balances books
* Calculates business taxes
* Processes payroll
* Handles clerical procedures including scheduling commercial and residential cleaning

Interstate Business Management. 04/2019-08/2019 Tulsa, Oklahoma

**Bookkeeper/Tax Accountant**

* Bookkeeping for multiple small/large businesses
* Payroll Taxes in multiple states
* Sales Taxes in multiple states
* End of year taxes in multiple states
* Bank reconciliations
* Accounts Payable
* Accounts Receivable
* Excel project's
* General ledger, P/L, Income statement, and other financial reports.
* Some clerical duties.

Trinity Rehabilitation Group 07/2013 – 06/2015 Tulsa, Oklahoma

**Technician/Occupational Therapy Assistant**

* Assisted with occupational therapy patient treatments
* Medical billing
* Front desk/clerical duties
* Physical therapy exercises
* Modalities
* Programs for patients
* Patients of all ages
* Mental and physical health

**Education:**

Community Care College 06/2018 – 03/2019 Tulsa, Oklahoma

**Accounting Specialist**

Completing 540 hours of comprehensive classroom training and externship

* Proficient with Microsoft Excel and QuickBooks Pro
* Journal entries, general ledger, preparation and analysis of Balance Sheet, Income Statement, Statement of Owners' Equity, and Cash Flow Statement.
* Accounts Payables and Accounts Receivables, invoice handling, collections, statement reconciliation, the billing process, internal control
* Managing inventory, sales tax, bank reconciliation, adjusting entries, fraud prevention
* Human resource administration, payroll processing, computing wages and salary, social security taxes, income tax withholding, unemployment compensation taxes, and analyzing and journalizing payroll transactions
* Office management, office operations efficiency, customer service, professional communication and marketing, and event planning and budgeting

Brown Mackie College 08/2011 – 06/2013 Tulsa, Oklahoma

**Associates in Applied Science in Occupational Therapy Assistant**

**Honors:**

Community Care College President’s Honors; 4.0 GPA, outstanding student achievement.