**Jane Hynes**

**Lexington, SC 29073**

**803-599-0116 assure683@gmail.com**

**Qualifications Summary**

* 20 years accounting cycle through Financial Statements
* 3 years law firm experience as Accountant/Office Manager
* 20 years full payroll, payroll tax returns, Certified Payroll for Dept. of Labor
* Heavy bank reconciliations for multiple LLC’s
* GAAP, General Ledger, Accounts Receivable, Accounts Payable
* Preparing year end data for CPA audits
* Office and personnel management/benefits administration and compliance
* High work and personal ethics, analytical, with attention to detail, self starter

**Software Experience**

* Pro Trust Legal Billing
* QuickBooks
* Appfolio, Yardi, ProMas Accounting, CYMA
* Buildium Property Mgmt.
* CompuSystems Medical
* Microsoft Office

**Professional Experience**

**Assure Bookkeeping Services**

**Owner 2015 - Current**

Performing full monthly cloud based accounting services to SMBs.

**Senior Finance Clerk**

**Town of James Island-Office of the Mayor 2011-2015**

**1238 Camp Rd., Charleston, SC**   
Maintained the financial accounting system of the Town, assuring the integrity of financial records, including financial statements, budget prep and reporting to Council, full payroll, payroll tax returns, accounts payable/receivables, interpret revenue, resolve all accounting issues, working with Auditor at year end, maintain reporting to retirement system, other duties/reports as required by Mayor.

**Staff Accountant/Legal Office Manager**

**Krawcheck & Davidson Law Firm, Charleston, SC 2005-2008**  
Performed full month accounting cycle through Financial Statements, payroll, 941 tax returns, Trust account reconciliation, general business management, benefits/401k reporting, attorney/client time billing, liaison with title insurance company to assure compliance.

**Accomplishments**: Updated 6 months’ Trust/escrow account reconciliations to comply with legal requirements.

**Full Charge Bookkeeper/Office Manager**

**Dick Luke Property Management/Bryson Properties, Chas., SC 2001-2004, and 2009-2010**   
Performed complete monthly accounting through Financial Statements for an established property management and real estate company, payroll, 941 tax returns, Escrow and multiple bank reconciliations, management contracts, evicts/small claims, lease renewals.

**Accomplishments**: Assisted in set up new property mgmt. software to better serve clients.

**Controller**

**Brumley Company Real Estate Development, Chas., SC 1997-2000**  
Performed complete monthly accounting functions through Financial Statements for 20 LLC’s owned by the Principal, payroll, p/r tax returns, heavy bank reconciliations, accounts payable, rent receivables.  
**Accomplishments**: Updated to computerized payroll and bank reconciliation.

**Education**

Trident Technical College, Charleston, SC  
Accounting program

College of Charleston, Charleston, SC

Accounting course work

Financial Accounting

Univ. of Calif.-Irvine

Certified Bookkeeper Program

American Institute of Professional Bookkeepers, Member ID 002177622

Intuit- Certification - QuickBooks ProAdvisor

Coursera- Accounting Certificates

CPE credits earned: Univ. of Illinois, AIPB

Liberty University, Diploma, Biblical Studies

Member: American Institute of Professional Bookkeepers

National Assoc. of Certified Public Bookkeepers

Attend Harvest Church, Lexington, SC

Notary Public for SC