

# JEFFREY BISHOP

## Full Charge Bookkeeper

📍 Weston, Florida, United States  
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## WORK EXPERIENCE

August 2021-October 2022

### Senior Solutions Consultant - Sales

🏢 Angi Ads  
📍 Weston, Florida, United States

Outbound Sales of Marketing to Home Service Professionals registered on the platform.  
Fast paced environment. High Call Volume – 200+ Calls/Day  
Manage and effectively work through the book of clients to produce Contract Revenue.  
Maintain Rolling 8-week Contract Value Goals.  
Outside Prospecting - Reaching out to bu

January 2021-June 2021

### STAFF ACCOUNTANT - Deductions

🏢 BBC INTERNATIONAL  
📍 Boca Raton, Florida, United States

Research, classify, and confirm all discrepancies between Invoices and payments from vendors.  
If needed, contact customers for clarification and back-up for any unrecognized deductions.  
Seek approval to deposition & finalize reconciling entries in the accounting system.  
Perpetually maintain assigned customer lists to current status; identify and communicate solutions to validate/dispute and prove various types of deductions.

April 2019-February 2020

### Full Charge Bookkeeper



🏢 Bulldog Adjusters / Bulldog Marketing / Insurance Check Solutions  
📍 Plantation, Florida, United States

Accounts payable - Process customer disbursements and bill payments via check and Electronic Wire.  
Accounts Receivable - Invoicing, payment processing, updating customer ledgers. follow ups with customers/receivables.  
Payroll - Submit employee hours, commissions calculations, changes in deductions, pay rates and/or employee status' to Payroll processing company.  
Healthcare Enrollment/Management - Calculate, submit, and monitor employee deductions per company health care incentives; executed any requested employee changes.  
Monthly bank, credit card, and loan reconciliations; Implemented bank feed downloads to improve transaction accuracy and reconciliation time.  
Weekly/monthly adjusting journal entries.

Re-organized chart of accounts for better income and expense tracking.  
Analyze and reclassify various transactions in order to create a multi-company budget.  
Develop financial reports to allow management to gain better perspective on their business' financial position.

January 2016-April 2019


### **Bookkeeper - Full Charge Bookkeeping**

 TDSunshine Property Mgmt  
 Plantation, Florida, United States

Collect, process, and deposit monthly HOA fees for 30 Condo Associations.  
Communicate with collections attorneys to ensure accuracy of ledgers.  
Reconcile records with bank statements monthly.  
Prepare monthly financial reports by for each association by 15th of each month.  
Manage/Create monthly ACH batch templates with various financial systems.  
Accounts Payable - Communicate with several Association Board members to present bills, obtain approval, & execute timely and accurate payment of bills.  
Manage and execute multiple payment schedules with both customers (HOMEOWNERS) and vendors simultaneously.  
Accounting Database setup for newly acquired associations.  
Association Budgets - Build and/or adjust yearly budgets per each association's financial position and the scope of their short and long-term goals.  
Analyze and identify any irregularities or issues with association expenses per financial reports.

2017-2019

### **LINE COOK**

 Millers Ale House  
 Florida, United States

Prepare quality food to order in a timely manner.  
Prioritize tickets under high pressure/volume.  
Coach (certified trainer) - Train new hires and ensure that any procedure changes are implemented to the company's desired specs.

January 2016-July 2016



### **Bookkeeper - Accounts Receivable**

 TDSunshine Property Mgmt  
 Plantation, Florida, United States

Collect, process, and deposit monthly HOA fees for 40+ Condo Associations.  
Reconcile records with bank statements monthly.  
Prepare monthly financial reports by for each association by 15th of each month.  
Manage monthly ACH batch templates.

2012-2015

### **House Manager**

 Bailey Concert Hall (Broward College)  
 Davie, Florida, United States

Prep concert hall for events.

Execute various setups/tasks upon clients' request.

Supervise and delegate tasks 4-10 employees at a time in order to facilitate memorable experiences for both patrons and performers.

Greet and accommodate all patrons that enter the building.

## EDUCATION

2014-2017

### Bachelor's

🎓 Atlantic University

📍 Davie, Florida, United States

Fall 2014 To Spring 2017

Florida-Atlantic University Davie, FL

Bachelor's - Business Management/Leadership

Minor in Accounting

3.0 GPA

- Business Management/Leadership

2013-2014

### Associate in Arts degree

🎓 Broward College

📍 Davie, Florida, United States

Spring 2013 To Spring 2014

Broward College Davie, FL

Associate in Arts Degree

3.28 GPA

Earned Certificates

Business Operations

Business Management

Accounting Technology Operations

## RELATED COURSEWORK

Management Information Systems

Operations Management

Accounting Theory 1 & 2

- Business

## SKILLS

Accounting Bookkeeper Bookkeeping Reconciliation Budget Budgets Financial Reports  
Credit Tasks Accounts Receivable Receivables Payments Reconciliations Accounts Payable  
Credit Card Payroll Processing Credit Scores Credit Issues Collections Invoicing Payroll  
Quickbooks NEW Hires Automated Payroll Spring Data Analysis Database Pivot Tables  
Business Management Marketing Analysis Operations Management Business Operations Operations  
Healthcare Excel Microsoft Office

LANGUAGES

English - Intermediate

WORK AUTHORIZATION

I am authorized to work in the following countries:

- United States