

Jeffrey Bishop

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Objective

To obtain a position that will contribute to the success of your firm; I look to become an asset both short and long term. I am seeking a position that provides the opportunity to immediately contribute to achieving the firm's present and future goals.

Work Experience

Bookkeeper

[Streamlined Business Solutions](#)

(Remote) Weston, FL

December 2022 to Present

- Reconcile all bank accounts and Balance Sheet Accounts to statements and reports.
- Reconcile all Asset and Liability accounts with correlating statements and document properly.
- Income Reconciliation – Tie Accounting entries to System reporting and bank transactions; Maintain YTD Reconciliation Spreadsheets for all clients. Reconciliation processes customized to Reporting/Business industry.
- Review and analyse all transactions for accuracy and consistency.
- Maintain relationship - open communication with clients providing and requesting necessary information, documentation, and reporting.
- Work with client CPAs for yearend audits & Tax Filings; Facilitate smooth Year-end process for both client and CPA.
- Monthly Financial Reports delivered timely each month to all clients.
- Customized Financial reports based on industry, and client preferences.

Executive Solutions Consultant

[Angi Ads Sales/Marketing](#)

(Remote) Weston, FL

August 2021 to October 2022

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

Accounting –Deductions Specialist

[BBC International](#)

Boca Raton, FL

January 2021 to June 2021

- 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 accounting system.
- Perpetually maintain assigned customer list to current status; identify and communicate solutions to mitigate deductions.

Inventory Manager & Accounting Manager

Deco Products Global

Weston, FL

April 2020 to December 2020

Inventory Manager

Audit, Adjust, and Manage inventory levels:

- Establish inventory levels and balance by referencing historical inventory records with purchase orders,
- Conduct periodic hard count of inventory & compare inventory levels against inventory levels reported by 3rd party fulfilment systems.
- Identify any variances and analyse possible causes to ensure accuracy and mitigate perceived loss.
- Facilitate transfer of inventory to new 3rd fulfilment services; documented and monitored inventory transferred to ensure complete and seamless transition.

Inventory & Data Flow Tracking

- Confirm product availability is in alignment with physical inventory on vendor websites.
- Identify and correct issues causing variances between WMS records, vendor websites, and actual physical inventory on-hand.
- Create tools to calculate accounting & Inventory breakdowns with greater efficiency.
- Mapped out and tied all vendor deduction codes/reasons to accounting.
- Train 3rd party Fulfilment Team on Processes & shipment specifications; update team on any changes in processes.

Accounting Manager

Full accounting set-up (QuickBooks Online)

- **Re-Create prior and current year accounting through research and review of:**
 - Bank Statements
 - Sales Reports
 - Deduction Details
 - Remittance Details.

Process Development

- **Design & develop tools and workflow to maintain current & accurate accounting and inventory records:**
 - Streamline Data Entry – Bank Feeds, Order/Sales Imports, Shipment tracking.
 - Customized Reports - Build customized Reports on external vendor platforms to manage daily sales data imports more efficiently.

Expense Review

- Review and comparison monthly fulfilment invoices and WMS reports detailing charges for all orders order.
- Identified between \$300 - \$600 in fee miscalculations each month.

Monthly Reconciliations

- | | |
|-----------------|----------------------|
| ○ Bank accounts | ○ Physical inventory |
| ○ Credit Cards | ○ Vendor Deductions |

Weekly & Monthly Reporting & Analysis with proposed solutions:

- | | |
|---|--|
| ○ Statement of Cash Flows | ○ Inventory Forecast (Demand vs. Inventory Levels) |
| ○ AP/AR Detail Reports (30-day outlook) | ○ Standard Financial Reports |
| ○ Miscellaneous Projects 1-2 per week | ○ Sales & Trends Report |

Full Charge Bookkeeper

Bulldog Adjusters/Bulldog Marketing

Plantation, FL

April 2019 to February 2020

Accounting Clean-up & Analysis

- Re-organize chart of accounts to improve income/expense tracking & analysis.
- Review, analyse, and reclassify over \$50 Million in transactions from prior year.
- Allocate all transactions between 5 companies; calculate adjusting journal entries.

Process Development

- Created references to more efficiently identify and allocate transactions.
- Implement Automation/Bank Feed Links to improve entry time and accuracy.
- Develop Import Rules in QuickBooks to further increase efficiency.

Accounts Receivable/ Accounts Payable

Payroll Management

- Receive and process employee hours for multiple departments and companies.
- Commissions calculations/pay-out submission.
- Process any changes in deductions, pay rates and/or employee status.

Employee Healthcare Management

- Calculate and monitor employee deductions per company health care incentive.
- Execute and document any requested employee changes.

Month-End Closing – Reconciliations & Reporting

- Bank accounts
- Credit cards
- Loans
- Calculate & Document Expense Splits
- Weekly/monthly Adjusting Journal
- Entries.
- Customized Monthly Financial Reports

Full Charge Bookkeeper

TDSunshine Property Mgmt.

Plantation, FL

July 2016 to April 2019

Accounts Receivable

- Collect, record, and deposit monthly HOA fees for 30+ Condo Associations; payment methods processed included:
 - Checks/Money Orders
 - Bank Wires
 - ACH Batch Transactions
 - Association Lockbox Payments
- Work with collections attorneys to ensure accuracy of ledgers; provide sufficient support to ensure a valid collections claim.
- Create & manage 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.
- Reconcile, manage, and document schedules for balance sheet items such as:
 - Bank Accounts
 - Loans payable
 - Insurance
 - Reserve Funding
 - Special Assessments

Customized Reporting & Analysis

- Monthly Financial Reports & Analysis, provided by 15th of each month.
 - Analyse reports to identify any irregularities/unexpected variances from established budget or cash flow deficits.
 - Provide guidance & propose solutions to correct issues for board approval.
- Special Assessments
 - Project Budget & Schedule creation
 - Proposal/Communication to Board & Association
 - Allocation of funds, reporting, and Documentation of all aspects.

Full Accounting Set-up/Clean-up

- Accounting Database setup for newly acquired associations.
- Re-Creation of full Accounting from historical documents and limited data.
- Ledger Review – Audit of Receivables and reconciliation based on certified information.
- Association Budgets - Build and/or adjust Annual budgets per each association's financial position and the scope of their short and long-term goals.

Bookkeeper - Accounts Receivable

[TDSunshine Property Mgmt.](#)

Plantation, FL

January 2016 to July 2016

- Collect, process, and deposit monthly HOA fees for 60+ Condo Associations.
- Reconcile records with bank statements monthly.
- Prepare monthly financial reports by for 30+ associations by 15th of each month.
- Manage monthly ACH batch templates.

House Manager

[Bailey Concert Hall \(Broward College\)](#)

Davie, FL

2012 to 2015

- Prep concert hall for events.
- Execute various set-ups/tasks upon clients' request.
- Supervise and delegate assignments/tasks 4-10 employees at a time.
- Greet and accommodate all patrons that enter the building.
- Facilitate exceptional and memorable experiences for both patrons and performers.

Education

Bachelors - Business management/Leadership - (Minor in Accounting)

[Florida Atlantic University](#)

Davie, FL

Sep 2014 - Mar 2017

Associate in Arts degree in Business

[Broward College](#)

Davie, FL

Mar 2013 - Mar 2014

Skills

- | | | |
|---------------------------------|-----------------------|---------------------------|
| • QuickBooks Desktop | • Pivot Tables | • Accounting |
| • QuickBooks Online | • Bookkeeping | • Balance Sheet |
| • New Business accounting setup | • Accounts Receivable | • Reconciliation |
| • Customised Reporting | • Accounts Payable | • Bank Reconciliation |
| • Document Creation | • Payroll | • Financial Reporting |
| • Microsoft Excel | • Budgeting | • General Ledger |
| • Data Entry | • Billing | • Reconciliation |
| • Exploratory Data analysis | • ACH | • General Journal Entries |
| | | • Process Management |

Certifications and Licenses

- Business Operations
- Operations Management
- Accounting Technology Operations
- QuickBooks Pro Advisor