

JENNIFER ABBEY

(214)515-8220, Abbeyjenn6@icloud.com, Dallas, Texas, 75217

SKILLS

- General Ledger Accounting
- Human Resource Management
- Property Management
- Bookkeeping
- Records management
- Payroll taxes
- Payroll processing
- GAAP expertise
- QuickBooks proficiency

PROFESSIONAL SUMMARY

Dynamic accounting professional with extensive experience, excelling in general ledger accounting and operational management. Proven track record in managing payroll and ensuring compliance with GAAP. Adept at client confidentiality and delivering exceptional customer service, consistently achieving high accuracy in financial reporting and tax-related research.

EXPERIENCE

SEASONAL TAX PREPARER ASSISTANT, Jan 2022 - Current
Intuit, Inc., Plano, Texas

- Utilized advanced software programs for efficient and accurate tax return preparation.
- Analyzed client financial documents to identify potential deductions and credits.
- Informed clients of changes in tax laws that could impact their financial situation.
- Maintained strict confidentiality of client information and records in accordance with professional ethics standards.

ACCOUNTANT/CONTROLLER, Jan 2022 - Jan 2024

Upkeep Med Spa, Dallas, Texas

- Completion of all accounting requirements such as AP, AR, reconcile bank accounts and credit card accounts as well as reconciling all intercompany transactions for a rapidly growing company. (The companies include the corporate office and multiple (6) LLCs located in Texas, Florida, and New York)
- Interim Operations Manager for 10 months while developing and overseeing the Human Resources and Payroll departments.
- Collaborated positively with peers and other staff members to maintain friendly, supportive, and cooperative work atmosphere.
- Planned and executed strategies to increase business and drive profit growth.

OFFICE MANAGER/BOOKKEEPER, Jan 2007 - Jan 2022

One Stop Automotive, Dallas, Texas

- Maintained Accounts Payable, Bookkeeping, Payroll, and taxes for the company.
- Developed and maintained successful marketing, as well as a website design and maintenance.
- Maintained 80% customer retention.

EDUCATION

Associate in Science (A.S.)

DCCCD, Dallas, Texas, May 2020

Accounting

CERTIFICATIONS

- Certified Payroll Professional
- QuickBooks ProAdvisor/Xero Accountant
- Senior Professional in Human Resources
- Risk Management Assurance
- HRM Certificate
- PTIN
- Notary
- Intuit Tax
- Intuit Bookkeeper
- Microsoft Excel

LANGUAGE

English

Native