**Jessica Diaz**

**J.D.R. Bookkeeping Services**

9083 Mirassou Ct, Sacramento, CA 95829

Cell: 916-417-6923

E-mail: jdrbookkeepingservices@gmail.com

**Objective:** To obtain a position as a freelance bookkeeper where my skills can be utilized. To contribute to your company's success by utilizing my time of employment to build upon your distinguished reputation and further my internal network by acquiring field experience to add to my educational accomplishment.

**Education:** High School Diploma.

Accounting/Business Degree in progress

**Skills:** Bilingual (Spanish), knowledge sharing & encouraging development of others to achieve goals at work place, data entry customer service, administration, payroll, W-2s, accounts payable, accounts receivable, bank reconciliation, spreadsheets/reports, time management, scheduling, problem solving, planning and organizing, able to maintain clean work space, filing, emailing, faxing.

**Computer Software:** QuickBooks Desktop Accounting/ Payroll. QuickBooks Online, CALSTARS and HCPS (state software), Online Shop Invoice Manager, Sage 100, Textura Construction Management, Peach Tree Accounting, Microsoft Word, Excel, Outlook, Power Point.

**Experience:**

**JR Landscaping**

**Remote Bookkeeper-Accounts Receivable from May 20th, 2019 to June 2021**

Create invoices for customers, mail or e-mail invoices to customers using QuickBooks Online.

Enter customers payments to QuickBooks. Create statements for open balance due. Provide A/R aging report to owner.

**Golden Bear Contracting Services, Inc. (Construction Industry)**

**Remote Bookkeeper- June 10, 2019 to the present (5 to 8 hrs. a week only)** Bank reconciliation through QuickBooks Desktop, credit card reconciliation, journal entries, payroll online through Paychex, have Profit and lost statement ready for accountant to file taxes. Workers comp reporting, lien releases, hotel reservations, post customers payments, mail out joint checks for vendors, double check invoice price and request vendor credit as needed. Transfer payroll journal entries to QuickBooks Desktop, make journal entries adjustments as needed. Enter bills. Create purchase orders for material orders. Print checks when necessary. Remote access through GoToMyPC. Create job costing reports. Fill out EDD, Franchise Tax Board , child Support employee earning requests forms. Type estimates for customers.

**Covered California-Financial Management Division Accounting Department**

**Accounts Receivable and Reconciliation from January 02, 2019 to June 2019.**

Data tracking, auditing and analyzing, and processing into state system all bill registers reports (invoices), and accounts receivable. Offset credits manually.

**Marlu Investment Group- from August 11, 2016 to Aug 11, 2017**

Accounts payable/receptionist. Accounts Payable for 22 restaurants using sage 100. Mail out all A/P checks. Request W-9 to keep track of 1099 vendors. Prepared files for end of month posting, prepared and entered data for payment of the royalties for some of the companies. Answer phones. Handle customer complaints as needed. Invoice data entry. Journal entries. Make trips to the bank to make deposits. Open all mail and distribute. Distribute supplies. Get total sales daily from all 200 stores and put it all in one report. E-mail reports to owners. Report sales online. Distribute office supplies. Filing, e-mailing, and faxing.

**Quality Drywall & Metal Studs, Inc., from July 2011 through May 2015**

Accounts Receivable: make invoices using QuickBooks; request payments, request waivers (lien releases), make pre-lien notices. Mail supplier payments. Enter payments, credits and bank deposits to QuickBooks.

Bank Reconciliation. Compare Bank statement to bank register on QuickBooks, then enter the missing information.

Project Assistant: mail contracts, request insurance certificates, order material, enter material invoices, compare invoice with material order; if overcharged, request credit. Scheduling, look for employees when needed. Make work orders. Request plans, download plans. Look for more customers. Get City licenses when needed. Make Hotel Reservations. Make timecards. Type bids on computer then fax/email to Contractors.

Receptionist: distribute messages; solve customer/ supplier’s problems if needed. Filing. Keep employee database updated. Fill out EDD forms, IRS forms, Franchise Tax Board Forms. Create forms, spreadsheets. E-mailing. Faxing. Make appointments.

Payroll: Enter all employees to QuickBooks, set up payroll, enter hours and make checks. W-2s.

**Quality Drywall & Metal Studs, Inc. from July 2008 through April 2010**

Administrative Assistant: double check employee hours and have them ready for payroll. Fill out EDD, IRS, and Franchise tax board forms. Make job expense reports. Invoicing. Certified payroll reports. Enter bills.

Receptionist: distribute messages; solve customer/ supplier’s problems if needed. Filing. Keep employee database updated. Faxing/e-mailing.

**Acosta Cuevas Family Dental from June 2006 through May 2008**

Front Desk receptionist and insurance billing.

**Science of Cleaning construction clean up from August 2004 through May 2006**

Accounts payable and accounts receivable using QuickBooks Desktop, scheduling, receptionist.