

JULIE M. MURPHY

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An innovative problem-solver with 20 years of expertise in financial and operations management, I am passionate about supporting small businesses and community-focused organizations to achieve financial clarity and long-term success.

Skills and Abilities

- 20 years of QuickBooks Online and Desktop experience
- Advanced Excel- charts, pivot tables, complex formulas
- Bank reconciliation, journal entries, and month-end close
- Investigate and resolve discrepancies to maintain accuracy
- Accounts Payable and Accounts Receivable, with a proven record of lowering costs
- Creation and implementation of new processes to streamline company operations and increase profits
- Sales and payroll tax filing, assistance with audit and 990
- Budget creation, forecasting, and cash flow management
- Standard and ad hoc financial report creation and analysis
- Event logistics planning and cash management
- Remaining levelheaded in high pressure situations
- Demonstrating excellent communication skills
- Translating accounting principles in an easy to comprehend manner

Professional Experience

Dup15q Alliance (Rare Disease Nonprofit) – Matthews, NC (Remote)

Business Manager, Feb 2022 - Present

Full -charge bookkeeping and operations management including the following:

- Ongoing bookkeeping tasks performed in accordance with GAAP and IRS standards
- Month-end close with reconciliation of restricted fund accounts, operating accounts, and multiple credit cards
- Recording, receipting, and reconciliation of 500+ donations per month from multiple sources and platforms
- Preparation of standard and ad hoc financial reports for the Finance Committee and Board of Directors
- Annual budget creation with quarterly analysis and forecasting
- Human Resources tasks such as multi-state payroll new staff onboarding, and ongoing support and documentation
- Event planning and organization, including cash management procedures, contract review, and risk mitigation

Key Results: Reorganized the chart of accounts, optimized monthly financial reports, and created a new dashboard to enable Board and Finance Committee Members to better understand finances and track key metrics; Collaboratively planned and executed the biannual Science Symposium and International Family Conference for over 600 guests, personally managing earned rewards and scholarship programs, orchestrating rooms where children with special needs could be cared for while parents attended sessions, and leading staff to execute the event with a 20% reduction in cost during a period of extraordinarily high national inflation.

MyCare Alliance, LLC (Medical Bookkeeping Services) – New Albany, IN (Remote)

Billing Specialist & Bookkeeper, Sep 2019 – Feb 2022 *Laid off due to impacts of Covid-19 on business revenue

Completed medical billing and bookkeeping tasks for up to 15 clients including the following:

- AR for clients whose services encompassed in-home nursing, MDPOA, and medical technology
- Electronic claim submissions to VA, Medicaid, and private insurance
- Banking including regular classification of transactions and monthly reconciliations
- Month-end close including auditing expenses, GL review, and journal entries
- Prepared balance sheet, profit and loss, and other financial reports for clients

Key Results: Within six months of hire, secured two new clients for MCA due to another client's referral; Audit of technology users, increasing a client's revenue by over \$15k annually; Recognized by several clients for consistently finding and correcting errors, saving them money

The Junior League off Tampa, Inc (Nonprofit) – Tampa, FL

Accounting Associate, Dec 2013 – Aug 2019 Full-charge bookkeeping including the following:

- AP for an annual budget of over \$1M- including 16 community projects and four annual fundraising events
- Banking & reconciliation for checking and money market accounts, an investment account of over \$800k, a Community Foundation endowment of over \$500k, and a prepaid debit card wallet of nearly \$100k
- Tracked sales, event, and contribution revenues in QuickBooks, diligently reconciling with JLT's donor/member database to maintain high accuracy
- Invoiced donors and event merchants, processed monthly ACH payments, and followed up on accounts receivable
- Generated and distributed monthly and quarterly financial reports for funders, management, and board members
- Monitored internal controls to ensure financial transparency and integrity; assisted CPA firm with annual audit
- Created annual budgets by analyzing trends and ensuring that future spending aligned with strategic goals

Key Results: Improved budget accuracy from a 25% variance to a 5% variance by rebuilding the budget process; authored new forecasting reports for board and management; launched a prepaid debit card program for payment of JLT expenses, which improved reporting accuracy and increased volunteer satisfaction; developed a financial training program for volunteers and board members to significantly reduce loss and align with the JLT mission

Additional Professional Experience includes:

- Office Management and Full Charge Bookkeeping for lawn and pest control services, including tracking of required continuing education and licensing
- Property management accounting for 200+ rental and bank-owned properties
- Supervision of multiple receptionists, office staff, and billing clerks, and ensuring that offices operated smoothly
- Desktop design and publishing, including direct mail marketing and design of merchandise
- Customer Service training with handling customer complaints, up-selling services, and answering general questions
- Accounts Receivable collections where I revamped the process and lowered 90+ AR by over 20%
- Devised innovative client referral programs and client satisfaction surveys utilizing digital and social media
- Processing weekly sales commissions for over 50 contractors or employees
- Bookkeeping and reconciliations for 5+ separate businesses owned by a single entity
- Banking including international wires, large ACH batches, daily remote deposits, and reconciliations of 10+ accounts
- Analysis and cleanup of accounting errors from prior ownership
- Implementation of new industry-specific software

Education & Training

LinkedIn Learning 2021-2022

Accounting Foundations

Intuit QuickBooks 2019-2024

QuickBooks for Nonprofits, QuickBooks Pro Online Advanced Certification

Nonprofit Leadership Center of Tampa Bay 2016-2019

Leadership Through Self-Awareness, Conflict Dynamics for the Leader, Nonprofit Financial Management, Cash Management & Analysis, Using IRS Form 990 To Tell Your Story

University of Central Florida Online 2012-2014

Advanced Microsoft Excel, Intermediate Microsoft Word, Accounting Fundamentals

St. Petersburg College, St. Petersburg, FL 1995-1998

Completed general education requirements for Associates Degree plus Accounting Certificate coursework