

JULIE W. MCNEILL

Seagrove, NC 27341

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EXPERIENCE

January 2024 – Present

Owner/Accountant

Summit Tax and Accounting, Seagrove, NC

- Customer service to a variety of clients to maintain a lasting relationship.
- Bookkeeping - enter transactions from bank statements, check register, or bank feed downloads into accounting software such as QuickBooks online and Patriot. Reconcile bank statements, prepare and enter journal entries as needed. Prepare and review with clients their profit and loss and balance sheet to see their overall financial standing for the month and year to prepare for the upcoming tax return.
- Sales Tax and Scrap Tire Tax - prepare and file online NC sales tax monthly/quarterly for clients.
- Tax Preparation - receive and review client data to prepare the tax return for individuals, businesses filing a schedule C, schedule F or schedule E, Form 1120, and e-filing.

June 2024 – Present

Bookkeeper

Queen Anne Painting Co, Seattle, WA (remote position)

- Set up new customers and vendors in QuickBooks.
- Manage Accounts Receivable (A/R):
 - Prepare and send customer billings.
 - Record payments and reconcile accounts.
 - Follow up on collections as needed.
- Manage Accounts Payable (A/P):
 - Enter vendor bills and maintain accurate records.
 - Prepare and process payments on schedule.
- Perform job cost accounting to ensure accurate allocation of costs by project.
- Ensure vendor compliance paperwork is collected, filed, and up to date.
- Maintain Reseller Permits and ensure documentation is current.
- Support accurate and timely monthly/quarterly reporting through QuickBooks.

January 2025 – April 2025; February 2024 – April 2024

Seasonal Tax Expert – Remote

Baker Tilly, NC

- Customer service through video, phone and chat, helping customers work on returns through designated software.
- Customer service and use of skills and knowledge to assist customers through tax preparation, technology, troubleshooting, and resolving tax issues as they arise.

June 2012 - December 2023

Vice President/Accountant

UPTON ACCOUNTING INC, Seagrove, NC

- Customer service through various modes of communications to all current and new clients and businesses to maintain a lasting relationship.
- WC/GL Insurance Audit paperwork and reports completed and filed yearly for clients.
- Bookkeeping - enter transactions from bank statements, check register, or bank feed downloads into accounting software such as QuickBooks desktop, QuickBooks online, XERO, Sage and Patriot. Reconcile bank statements, prepare and enter journal entries as needed. Prepare and review with clients their profit and loss and balance sheet to see their overall financial standing for the month and year to prepare for the upcoming tax return.
- Payroll - input employee hours and salary along with any bonuses, commissions, etc. and calculate employee payroll using software such as Advanced Micro Solutions, QuickBooks online, and Patriot. Go online and pay payroll tax each month/quarter/year through EFTPS, NCDOR, and NC Unemployment and VA. Prepare and reconcile and file Form 941 each quarter. Prepare at year end all W-2's and 1099's and file NC-3 Summary and mail to clients and/or their employees.
- Sales Tax and Scrap Tire Tax - prepare and file online NC sales tax monthly/quarterly for clients.
- Tax Preparation - receive and review client data to prepare the tax return for individuals, businesses filing a schedule C, Form 1120, Form 1055 and e-filing.
- Accounts Payable and Accounts Receivable for clients weekly/monthly. Input of bills, review with clients on which to pay and then print checks to be mailed to vendors.
- Supervised 5 employees.

2002 - 2012

Math Educator 6-12 certified

Moore County Schools, Randolph County Schools, and Asheboro City Schools

EDUCATION

May 2010

Master Of Arts (M.A.) In Curriculum and Instruction American InterContinental University, Atlanta, GA May

2002

Bachelor Of Science (B.S.) In Accounting

Gardner Webb University, Boiling Springs, NC

SKILLS

- Software knowledge: DRAKE tax software, Patriot payroll and accounting, Quickbooks Online, Quickbooks Desktop, Xero Accounting, SAGE
- Proficient in Microsoft Office
- Multi-tasking
- Office systems: printers, copiers, fax, computers, phones

REFERENCES

James Dunlap, 910-638-9278, dunlapfarms2014@gmail.com

Mary Jo Bennett, 206-708-4586, maryjob@queenannepainting.com

Andrea Alexander, 336-736-5250, andreamcbride28@yahoo.com