Karen Cotton

Bookkeeper · Intuit QuickBooks ProAdvisor (Gold) · QuickBooks Online Certified, Level 2 (Advanced)
Charleston, SC (Remote) · (843) 749-8691 · hello@flowbookkeepingservices.com · flowbookkeepingservices.com

PROFESSIONAL SUMMARY

Detail-oriented bookkeeper with 20+ years of experience as an office manager, administrator, and bookkeeper. I handle the full bookkeeping cycle on my own: recording and categorizing transactions, accounts payable and receivable, invoicing, monthly bank and credit card reconciliations, and month-end close in QuickBooks Online. Intuit QuickBooks ProAdvisor at the Gold tier with seven Intuit certifications, including QuickBooks Online Level 2 (Advanced), Payroll, and Desktop. Comfortable working remotely and independently, reviewing automated and AI-assisted transaction coding, and documenting processes.

SKILLS

- **Bookkeeping and close:** daily transaction entry and categorization, general ledger upkeep, journal entries, cash and accrual basis books, class tracking, month-end close, organized records with source documents attached
- **Accounts payable and receivable:** vendor setup and W-9 collection, invoice processing and approvals, scheduling vendor payments, customer invoicing, collections follow-up, A/R and A/P aging review
- **Reconciliation:** bank, credit card, loan, and merchant processor accounts reconciled to a zero difference every month
- **Reporting:** monthly profit and loss, balance sheet, and cash reports with plain-language notes
- **Payroll and compliance:** payroll processing and reporting, 1099-NEC tracking and year-end filing
- **Automation:** bank rules, reviewing auto-coded transactions, fixing recurring coding errors at the rule level, written month-end checklists
- **Office administration:** 20+ years as an office manager and administrator
- **Software:** QuickBooks Online, QuickBooks Desktop, Intuit Enterprise Suite, Xero, Sage (Intacct/50), Ramp, Financial Cents, Stripe, Microsoft 365, Microsoft Excel (VLOOKUP, pivot tables), Google Sheets, Zoom, Slack

EXPERIENCE

Owner and Lead Bookkeeper, Flow Bookkeeping Services

KC Prime Concepts, LLC · Charleston, SC · 2026 to present

- Provide monthly bookkeeping, catch-up cleanup, and QuickBooks Online setup for small businesses.
- Record and categorize transactions, track expenses, and manage invoices and customer payments in QuickBooks Online.
- Reconcile bank, credit card, and loan accounts to the statement every month, at a zero difference, before closing the period.
- Clean up books that have fallen behind: fix miscategorized and duplicate entries, clear Undeposited Funds, and restructure charts of accounts.
- Set up bank rules and closing-date locks so posted periods stay protected.
- Prepare monthly reports (profit and loss, balance sheet) with plain-language notes for owners.
- Request and track client documents through a secure client portal and run a documented month-end checklist for every close.

Prior Experience

20+ years of experience as an office manager, administrator, and bookkeeper.

CERTIFICATIONS

- Intuit QuickBooks ProAdvisor, Gold tier
- QuickBooks Online Certification, Level 2 (Advanced), Intuit
- QuickBooks Online Certification, Level 1, Intuit
- QuickBooks Online Payroll Certification, Intuit
- QuickBooks Desktop Certification, Intuit
- Intuit Enterprise Suite Certification, Intuit
- Intuit Bookkeeping Certification, Intuit
- Client Advisory Services Foundations, Intuit
- Xero Advisor Certification, Xero

EDUCATION

Associate of Applied Science, Administrative Office Technology, Trident Technical College, Charleston, SC

AVAILABILITY

Open to remote bookkeeping roles. Fully equipped home office with secure document handling. References available on request.