




7849 Hickory Ct, Harrison, AR 
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Kimberly L Naff

I offer freelance bookkeeping services to businesses that are looking to contract out their bookkeeping demands, saving thousands of dollars in payroll, benefits, and taxes each year. While fully utilizing my years of bookkeeping experience, my degree in accounting, my certification as a public bookkeeper, and my knowledge and training as a QuickBooks Online ProAdvisor and QuickBooks Payroll ProAdvisor, I can get your bookkeeping financials under control.

Skills

- QuickBooks Online ProAdvisor
- QuickBooks Payroll ProAdvisor
- Certified Bookkeeper
- MS Office Expertise
- Cloud-Based Accounting
- Financial Reports
- Federal/State Tax Forms
- Accounts Payable & Receivable

Experience

PRESENT

Owner & Bookkeeper / Gaither Mtn Bookkeeping LLC, Harrison, AR

- Certified Bookkeeper, The American Institute of Professional Bookkeepers
- QuickBooks Online ProAdvisor Certified
- QuickBooks Payroll ProAdvisor Certified
- 36+ years Bookkeeping Experience

08/2017 – CURRENT

Fabric/Sewing Dept Head/Cash Office Backup Bookkeeper / Hobby Lobby Retail Stores, Harrison, AR

- Evaluate performance continuously to identify areas in need of improvement for customer satisfaction
- Manage inventory and receiving operations to maintain optimal stock levels and meet expected demands
- Assist customers with fabric/sewing needs
- Prepare daily cash sales deposits

07/2020 – CURRENT

Office Bookkeeper / Gaither Mtn Home Inspections, LLC, Harrison, AR

- Review and file financial documents, post receipts and payments
- Establish QuickBooks accounting system to reflect accurate financial records
- Track expenses and income for business while organizing and maintaining bank statements

05/2000-06/2020

Office Bookkeeper / Jim Naff Construction/Naff-Rickman Construction, Harrison, AR

- Review and file financial documents, post receipts and payments
- Establish QuickBooks accounting system to reflect accurate financial records
- Track expenses and income for business while organizing and maintaining bank statements
- Prepare and maintain payroll records, file necessary W-2/1099 forms
- Prepare and submit quarterly and year-end tax forms (940/941/W-3)

03/1987 – 10/2004

Office Bookkeeper/Administrative Assistant / Mac's Investment Company, Crossett, AR

- Secretarial duties: preparing lease agreements, loan agreements, collecting lease/rent/loan payments, ordering supplies, inventory, coordinating maintenance workers
- Accounts payable/receivable manager, payroll, prepared all tax information for monthly, quarterly, and year-end tax forms, and for tax return preparation

Education

09/2023

QuickBooks Online ProAdvisor & QuickBooks Payroll ProAdvisor Certifications/ QuickBooks Online

- QuickBooks Online ProAdvisor Certification Exam passed 09/25/2023
- QuickBooks Payroll ProAdvisor Certificate Exam passed 10/03/2023

09/2023

Certified Bookkeeper / The American Institute of Professional Bookkeepers

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|--|-------------------------------|
| • Mastering Correction of Accounting Errors | • Mastering Adjusting Entries |
| • Mastering Depreciation | • Mastering Payroll |
| • Mastering Internal Controls & Fraud Prevention | • Mastering Inventory |

05/2017

Associate degree - Business Administration (Accounting) / North Arkansas College, Harrison, AR

- Coursework included: Informational technology, Accounting, Microsoft Office, QuickBooks, Micro/Macro Business
- Honor Graduate/GPA 4.0

05/1986

Honor Graduate High School Diploma / Crossett, AR

- Honor Graduate/GPA 4.22
- Beta Club, Mu Alpha Theta, Foreign Language Club