

Contact

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(LinkedIn)

Top Skills

Analytical Skills

Microsoft Excel

QuickBooks

Certifications

Advanced QuickBooks ProAdvisor

Registered Tax Return Preparer

Certified Public Accountant (CPA)

Honors-Awards

Outstanding Service

Kristina E. Morin, CPA

CPA Specializing in Bookkeeping and QuickBooks Online
Greater Boston

Summary

QuickBooks expert, CPA, and Full Charged Bookkeeper with over 15 years of experience working with small and mid-sized businesses.

Experience

Pillar Professional Solutions

Co-Founder & Principal Bookkeeper

January 2024 - Present (1 month)

United States

QuickBooks Online Professional

QuickBooks Live Sr. Bookkeeper

December 2022 - Present (1 year 2 months)

United States

- Manage both transactional bookkeeping tasks and client-facing roles
- Review documentation and information provided by clients for accuracy
- Maintain records of financial transactions, complete reconciliations, prepare journal entries, and monthly financial reports

Kristina E. Morin, CPA, LLC

Business Owner

September 2009 - December 2023 (14 years 4 months)

Greater Boston Area

- Bookkeeping
- QuickBooks Consulting
- Office Administration
- Tax preparation

Millennium Training Institute

Business Administration & Bookkeeping Instructor

June 2017 - April 2023 (5 years 11 months)

Milton, MA

Courses include:

- Microsoft Office

- Bookkeeping
- QuickBooks

H&R Block

Tax Associate

January 2017 - April 2017 (4 months)

- Prepare taxes for individuals
- Answer phones
- Make appointments
- Answer tax questions

Capital Construction Contracting Inc.

Intrim Full-charge Bookkeeper

April 2016 - September 2016 (6 months)

Greater Boston Area

- Process Accounts Payable and Receivable
- Prepare financial reports
- Reconcile Balance Sheet
- Monitor cash levels
- Prepare weekly payroll
- Post Journal Entries to the General Ledger

Children of the Night, Inc.

Bookkeeper

December 2014 - October 2015 (11 months)

- Process Accounts Payable
- Post Journal Entries to the General Ledger
- Perform Month-End Close
- Prepare financial statements
- Collect information for annual audit

Tom Curren Companies

Full-Charge Bookkeeper

March 2005 - September 2009 (4 years 7 months)

- Process Accounts Payable and Receivable
- Reconcile Balance Sheet
- Prepare weekly payroll
- Prepare financial reports
- Administer Employee Benefits
- Supervise Bookkeeping Clerk

- Answer phones, transfer calls and take messages
- Sort and distribute both incoming and outgoing mail
- Research new vendors
- General administrative duties including faxing, filing and copying

Education

Bentley College - Elkin B. McCallum Graduate School of Business
MBA, Management Information Systems · (2000 - 2003)

Bentley University
BS, Management · (1992 - 2000)

Keller Graduate School of Management of DeVry University
MS, Accounting and Financial Management · (2010 - 2011)