

LISA MERRICK

Thornton, New Hampshire · (707) 616-7288

Lisab5472@gmail.com

Analytical, organized, and detail-oriented professional with a high degree of confidentiality. Collaborative team player with an ownership mentality and a track record for delivering the highest quality strategic solutions to resolve challenges and propel business growth.

EXPERIENCE

2022 TO PRESENT

FREELANCE BOOKKEEPER, CENTRAL DAY CARE CENTER (TRAVERSE CITY, MI – REMOTE POSITION)

Manage and upkeep accounting records encompassing various financial transactions such as cash, accounts receivable, accounts payable, ledger entries, and monthly bank reconciliations. Skillfully execute all bookkeeping tasks tailored to client requirements and adhere to relevant non-profit accounting standards. Collaborate with accountants and board members as necessary to convey financial reporting insights for the annual Form 990 submission.

2021 TO PRESENT

BOOKKEEPER, NUCLEUS PROVETS, LLC (KENNESAW, GEORGIA – REMOTE POSITION)

Manage comprehensive accounting records encompassing cash flow, accounts receivable, accounts payable, ledger maintenance, journal entries, and monthly bank reconciliations. Skillfully execute month-end and year-end financial processes, alongside standard reporting obligations. Adapt bookkeeping tasks to align with specific employer requirements. Collaborate with accountants as necessary to ensure seamless communication of financial reporting for annual tax requirements.

2019 TO 2021

FREELANCE BOOKKEEPER, NUCLEUS PROVETS, LLC (KENNESAW, GEORGIA – REMOTE POSITION)

Contributed professional bookkeeping expertise to a small privately-owned enterprise. Delivered comprehensive services spanning order processing, accounts payable, accounts receivable, audit facilitation, financial statement preparation, general ledger management, and bank reconciliations.

2015 TO 2018

ACCOUNTING MANAGER, QUADEL INDUSTRIES, INC (COOS BAY, OREGON)

Served as in-house bookkeeper for a family-owned manufacturing company and its subsidiaries. Oversaw financial bookkeeping, expense tracking, accounts payable management, and weekly vendor payment processing across three entities. Managed the preparation and filing of quarterly and annual tax forms including 940, 941, W2, 1099, and 1098. Spearheaded the adoption of employee time-tracking software and a time clock system to mitigate buddy punching and tardiness issues. Achieved a significant reduction in month-end close timeline by over one month. Administered 401k employee accounts and executed weekly payroll processing

for a workforce of over 35 individuals. Implemented credit card processing software to enhance efficiency and ensure secure payment transactions.

2013 TO 2015

PROJECT ADMINISTRATOR, ALUTIIQ DIVERSIFIED SERVICES (KODIAK, ALASKA)

Cold Weather Maritime Training Facility Project – NAVFAC NW - \$19 mil

Managed daily production reports and meticulously reviewed subcontractor-certified payroll for adherence to Davis Bacon regulations. Played a pivotal role in supporting project management activities, including subcontract creation involving scope of work, price analysis, sole-source considerations, and comparative quotes. Facilitated administrative functions for subcontractors and coordinated travel logistics, including flights to Kodiak Island. Efficiently processed weekly timesheets facilitated onboarding for new hires, and managed benefits paperwork. Actively participated in monthly budget meetings with NAVFAC, offering valuable project insights.

EDUCATION

MAY 2023

MS ACCOUNTING, SOUTHERN NEW HAMPSHIRE UNIVERSITY

- The National Society of Leadership and Success – Member 2019 to Present
 - Selected by campus administration to participate among top students in a leadership program, including:
 - Leadership training: trained in leadership and success skills via an introspective and interactive training session.
 - Speaker events: participated in seminars led by celebrities and best-selling authors on leadership, time management, and goal setting.
 - Success networking teams: participated in peer-based leadership development teams. Experience in setting and achieving goals, receiving coaching, coaching others, and holding others accountable to commitments.
- Relevant Coursework: Cost Accounting; Financial Reporting; Advanced Auditing; Federal Taxation; Tax Research; Corporate Financial Management; Business Law.
- GPA: 4.0/4.0

MAY 2006

BS BUSINESS ADMINISTRATION/FINANCE, HUMBOLDT STATE UNIVERSITY

- Relevant Coursework: Investment management; Principles of Money & Banking; International Business Management; Business Statistics; Strategic Management; Financial and Managerial Accounting.

SKILLS

- Exceptional oral and written communication
- Training & Development
- Creative Problem Solver
- QuickBooks Online
- Sage 50 Accounting
- Zoho Books