Mary Ries

EXPERIENCE

Citrus Health Group (formerly The Curry Rockefeller Group), Remote **2019 – July 2025**
Finance Department Consultant

- Implemented and maintained QuickBooks Enterprise, including troubleshooting issues and coordinating with host provider Rightworks.
- Managed all aspects of general accounting, accounts payable, client reconciliations, and vendor correspondence.
- Collaborated with KOL team members to verify and process subcontractor payments.
- Verified and managed all vendor W9s, and prepared and reviewed 1099s at year-end.
- Conducted monthly and quarterly job program audits via client portals.
- Downloaded and coded Amex statements; analyzed, verified, and reconciled employee credit card and bank accounts.
- Reconciled monthly bank and Amex statements; processed general journal entries.
- Assisted CFO with financial reviews, audits, and tax issues.

QBASYS: Computer, Accounting, and Tax Consulting **February 1995 – Present**
CEO/Principal Consultant

- Provide accounting and bookkeeping, payroll analysis, tax payments, and year-end 1099 processing for diverse clients.
- Supervise office procedures, set up new companies in QuickBooks, and oversee employees for various firms.
- Train staff in accounting software (QuickBooks, TurboTax, Quicken) as well as Microsoft Excel and Word.
- Review/correct QuickBooks files; coordinate tax preparation with CPA firms; serve as liaison between CPAs and business owners.
- Prepare and file monthly, quarterly, and annual payroll and sales tax returns; prepare individual tax returns.
- Install and maintain IT/computer systems for clients.

Sternbach and Rose CPA **February 2018 – November 2018**
Accountant

- Performed accounting and tax functions; managed payroll; entered and reconciled QuickBooks data for various companies; prepared journal entries.

Fairview Contracting Corp. **January 1995 – August 2008**
Office Manager

- Managed office operations, employee administration, and all accounting systems.
- Directed weekly payroll, union reports/payments, quarterly payroll tax returns, annual W-2/W-3 processing, 1099s and audits.
- Oversaw accounts receivable/payable, general ledger, payroll, monthly reconciliations, and tax reporting.
- Prepared weekly federal/state tax payments, W-2s, 1099s, and quarterly/yearly payroll/sales tax returns.
- Handled monthly closings in computerized accounting systems and managed contract documentation.
- Filed NY State sales/use tax reports quarterly
- Led state audits, DOE reporting.

Education
Accounting and Management Degree, Ireland
Real Estate Investing Certification, U.S.A.
Real Estate License (1994)
Forex Trading Certification
Property Management Certification

Technical Skills
Intuit QuickBooks (Enterprise & Online), TurboTax, Quicken
Microsoft Excel & Word
Payroll and sales tax filing Systems
General IT/Computer accounting System Setup and Troubleshooting

Additional Information
Extensive experience with remote and in-office consulting
Strong collaboration and communication skills
Proven track record in compliance, auditing, and process improvement