

Maya Alexandrova

SUMMARY

A highly motivated and detail-oriented administrative professional and bookkeeper actively pursuing a remote opportunity to contribute to financial success and advance company missions. Proficient in record-keeping and document management.

EDUCATION

QUICKBOOKS ONLINE

ProAdvisor Certification | 01/2024

AMERICAN INSTITUTE OF PROFESSIONAL BOOKKEEPERS

Certified Bookkeeper | 08/2022

DES MOINES AREA COMMUNITY COLLEGE

Accounting Diploma | 08/2019

WORK EXPERIENCE

ACCOUNTANT/BUSINESS ADMINISTRATOR

STATISTICS & CONTROL | 2018 – Present

- Recorded and analyzed the company financial information, conducting monthly account reconciliation for 5 branches over 10 bank accounts.
- Managed Accounts Receivable, processing hundreds of invoices annually with 100% accuracy.
- Administered monthly payments to over 30 contractors and vendors by overseeing contracts, time sheets, and invoices.
- Audited and process credit card bills and expense reports for more than 20 team members from Europe, Latin America, Indonesia, and USA.
- Facilitating the on boarding process for new employees, proficient in utilizing ADP.
- Held a Designated Employer Representative (DER) status for managing drug & alcohol testing programs for employees and contractors.
- Administered company SharePoint.
- Conducted ISO 9001 2015 annual internal and external audits.

BOOKKEEPER

GAIN CONSULTING | 2023

- Recorded and analyzed financial data using QuickBooks Online.

IT ASSET MANAGEMENT ASSISTANT

FARM BUREAU | 2017 – 18

- Document management on the Department SharePoint site.
- Assisted with asset inventory, disposals and equipment organization.

VOLUNTEER EXPERIENCE

THE BOARD OF DIRECTORS TREASURER

RIDGEVIEW HOA

2015 – Present

- Managed daily accounting procedures and bank accounts for the association.
- Processed accounts payable and accounts receivable.
- Ensured financial integrity and adherence to the association's budget.

TREASURER AND BOARD MEMBER

CENTRAL IOWA FIGURE SKATING CLUB

2021 – 2023

- Administered and managed financial activities of the CIFS Club.
- Contributed to the Learn to Skate program.

TAX PREPARER

VITA UNITED WAY OF CENTRAL IOWA

2016 – 2020

- Facilitated preparation of over hundred tax returns
- Received letters of appreciation from the IRS

SKILLS

- QuickBooks Online & Desktop
- Accounts Receivable & Payable
- Tax calculations
- Expensify
- Rydoo
- Zoho
- Excel
- PowerPoint
- Photoshop
- Visio
- SharePoint
- Teams

CONTACT

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