

Maya Alexandrova

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Professional Summary

Certified Bookkeeper with 10+ years of experience in full-charge bookkeeping, financial reconciliations, and financial reporting. Proven ability to maintain accurate financial records, support compliance requirements, and ensure audit-ready documentation. QuickBooks Online ProAdvisor with strong expertise in managing multiple accounts, vendor transactions, and month-end close processes.

Core Competencies

Full-Charge Bookkeeping • QuickBooks Online & Desktop • Bank & Credit Card Reconciliation • General Ledger Maintenance • Accounts Payable & Receivable • Journal Entries & Adjustments • Financial Reporting (P&L, Balance Sheet) • Payroll Support (ADP) • Microsoft Excel (Advanced) • Audit Preparation • Internal Controls

Professional Experience

Accountant / Business Administrator

Statistics & Control, Inc. — West Des Moines, IA Dec 2018 – Present

- Perform full-cycle bookkeeping, including accounts payable, receivable, and invoicing
- Reconcile 10+ bank and credit card accounts monthly with high accuracy
- Process and track hundreds of invoices annually, ensuring timely collections
- Administer payments to 30+ vendors and contractors, ensuring proper documentation
- Review and audit expense reports and credit card transactions
- Maintain general ledger accuracy and support month-end close processes
- Prepare documentation and schedules for internal and external audits (ISO 9001)
- Ensure financial records are accurate, complete, and compliant

Treasurer (Board Member)

Ridgeview Homeowners Association — West Des Moines, IA Aug 2015 – Present

- Oversee bookkeeping, budgeting, and financial reporting for the organization
- Maintain general ledger and ensure accurate financial records
- Manage bank accounts, payments, and financial controls
- Present financial statements to board members
- Ensure compliance with financial and reporting requirements

Education

AAS, Accounting Technology / Business Des Moines Area Community College (2024)

Certifications

Certified Bookkeeper (AIPB); QuickBooks Online ProAdvisor; Bookkeeping Certificate of Excellence