Michael Zacharia
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To whom it may concern,

I'm currently looking for additional clients or part time employment with a stable company. I am detail oriented, capable of learning new processes (or creating them where needed processes don't exist) and take pride in my work.

Thank you for your time and consideration.

Work Experience:

Neighbor Network of Northern Nevada – Reno, NV　　　　　　　　　　　　　March 2022 – Current
Fiscal Coordinator

prepare budgets for grant applications – track available funds to bill against in grant budgets – gather backup for monthly expenses and verify I have all the backup by reviewing monthly bank activity - create monthly list of expenses to allocate against grant budget categories – create requests for reimbursement (RFRs) and accompanying transaction detail reports to bill against the various grants – coordinate with bookkeeper to obtain financial reports to submit for CPA and workers compensation policy audits - assist in creating ride cost calculation worksheet for our company provided ride program for our clients

Resources for Community Development – Berkeley, CA　　　　　　　　　　　April 2015 – Current
Bookkeeper

process and pay vendor bills - perform bank reconciliations - reconcile architect bills with their respective budgets - roll forward and update A/R, A/P, depreciation, interest, N/P, prepaid expense and related party schedules for each development - reconcile schedule balances for each development with trial balances from property management company and investigate and resolve any discrepancies

Consumer Federation of California - Foster City, CA　　　　　　　　　　　August 2019 – December 2021
Bookkeeper

booked revenue from donations, cy pres awards, and intervenor income - onboarded new employees - calculated employee and company retirement plan contributions and processed payroll - processed and paid vendor bills - reconciled checking, investment and credit card accounts - made monthly accrual adjustments - processed campaign finance filings with the California Secretary of State's office

Mirrorcle Technologies- Richmond, CA   July 2015 – October 2021
Bookkeeper

uploaded monthly income and expense transactions into accounting software - opened, coded and applied each income and expense transaction - reconciled checking, savings and credit card accounts

MGJV, LLC – Oakland, CA   December 2015 – October 2021
Bookkeeper

booked purchases made by managing partner – verified payment requests made by general contractor – reconciled general contractor payment requests with milestone completions on the construction loan draw schedule – maintained interest schedule for construction loan and verified monthly interest payment – reconcile checking, credit card and loan accounts for each project – book escrow closings at purchase of lots and sale of homes – book adjustments to WIP, housing stock and COGS through life of property development – process LLC's 1065 and K-1s for partners - reconcile intercompany balances owed to and from each entity

Elks Lodge 1112- San Mateo, CA   September 2017 – July 2021
Bookkeeper

book revenue from member dues, fundraising, rental income and bar sales – download employee time sheets - process bar servers' gratuities earned report and process payroll – calculate monthly pension and welfare benefit contributions company has to make to union employees' plan administrator – process and pay vendor bills – calculate rent owed each month by commercial tenant on percentage lease – review restricted fund balances and activity with fund administrators – book monthly adjustments to prepaid expenses and deferred income – reconcile bank and credit card accounts – reconcile intercompany balances owed to and from each entity – book bar inventory adjustment – process financial statements for board officers each month

Eat Club- San Leandro, CA   May 2016 – September 2017
A/P Clerk

match invoices with purchase orders – create and code bills to pay in the bill payment database – enter invoice detail in a purchase order worksheet – receive order discrepancy reports from receiving team – enter discrepancy detail in a credit memo worksheet – reach out to vendors for credit memos or revised invoices – create and code credit memos in bill payment database

Enginious Structures- Oakland, CA   June 2015 – March 2017
Bookkeeper

create time & material and progress invoices – book payments received from customers – generate A/R agings report for business owner – book credit card purchases – process and pay vendor bills – book payroll expenses, payroll tax liabilities and tax payments for each pay period – reconcile checking and credit card accounts

First California Press- San Francisco, CA   July 2015 – August 2016
Billing Clerk

upload quotes to customers – add sales tax and freight charges to uploaded quotes and created invoices – print the required number of invoices and sent one to the customer – book cost of goods sold in general journal

Rossetti Property Management- Phoenix, AZ   May 2013 – March 2015
Licensed Leasing Agent / Rentals Administration

create online ads for available properties for rent – qualify interested parties looking to rent a home or apartment - conduct showings of available rentals to interested parties – screen rental applications – process work order requests from existing tenants and schedule repairs with them and contractors – seek bids from outside contractors for some repairs and improvements – create monthly water / electric bills for tenants based on submeter readings – audit time sheets from hourly rate contractors and process payment for them – book credit card purchases – create monthly client statements – process and send certified 5 day notices to tenants for unpaid rent – called tenants to prompt them for unpaid rents and compliance with community rules – create lease and payment agreements and conduct signings with tenants

Self Employed- Phoenix, AZ   February 2010 – May 2013
Residential Property Manager

create online ads for available properties for rent – qualify interested parties looking to rent a home or apartment - conduct showings of available rentals to interested parties – screen rental applications – process work order requests from existing tenants and schedule repairs with them and contractors – seek bids from outside contractors for repairs and improvements – verify completion of contractor jobs – receive, review and pay contractor invoices – create monthly client statements – process and send certified 5 day notices to tenants for unpaid rent – called tenants to prompt them for unpaid rents and compliance with community rules – create lease and payment agreements and conduct signings with tenants – conduct inspections and account for security deposits withheld and refunded

Education:

Career Diploma in Bookkeeping from Ashworth College in 2010

Professional Associations:

American Institute of Professional Bookkeepers since 2016

Skill Summary:

Accounts Receivable	Property Leasing	Quickbooks (online & desktop)
Accounts Payable	Property Management	Sage
Payroll	Fluent in Spanish	Peachtree
Bank Reconciliations		Intuit & ADP Payroll
Balance Sheet Reconciliation		Salesforce
Financial Statement Preparation		MS Office
Budgeting		
Grant Billing		