

Miglana Kelisakieva

Prospect, KY

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Professional Summary

Detail-oriented accounting and bookkeeping professional with 10+ years of experience supporting small businesses and organizations. Expert in QuickBooks Online (QBO), including full-cycle bookkeeping, payroll, reconciliations, and financial reporting. Known for strong communication skills, accuracy, and the ability to explain financial information clearly to non-financial clients. Proven track record of helping business owners understand their financial position and improve profitability.

Core Skills

- QuickBooks Online (QBO)
 - QBO Payroll & Payroll Compliance
 - Monthly Bookkeeping & Close
 - Bank & Credit Card Reconciliations
 - Accounts Receivable & Payable
 - Payroll Processing & Sales Tax
 - P&L & Financial Reporting
 - Client Training & Onboarding
 - Excel
 - Time Management & Prioritization
 - High Accuracy & Attention to Detail
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Professional Experience

Intuit | Remote

QBO Payroll Elite Onboarding Expert | *Recent – Present*

Bookkeeper | 01/2022 – Present - Provide full-cycle bookkeeping services using QuickBooks Online for 23+ small business clients - Perform monthly closings, reconciliations, and financial reporting - Support and onboard clients into QBO Payroll Elite, ensuring accurate setup and compliance - Train business owners on QBO and payroll best practices via chat and Zoom - Answer client questions related to bookkeeping, payroll, and reporting with a high level of customer satisfaction

Conduent

Quality Control | 08/2002 – 12/2021 - Collaborated with upper management to develop and implement quality improvement strategies - Ensured accuracy, compliance, and consistency across operational processes

Municipality Social Welfare Department | Byala, Varna

Accountant | 12/1992 – 07/2002 - Managed budgeting, bookkeeping, payroll, and financial reporting - Prepared and maintained accurate financial records for municipal operations

Certifications

- **QBO Payroll Certified** – Intuit
 - **Certified ProAdvisor – Advanced Online** – Intuit (10/2023)
 - **Certified Bookkeeper Professional** – Intuit (10/2021)
 - **Tax Preparation (Enrolled Agent coursework)** – Surgent Income Tax School (06/2021)
 - **Certified ProAdvisor – QuickBooks Online** – Intuit (02/2019)
 - **Bookkeeping Certificate** – AIPB, American Institute of Professional Bookkeepers (11/2018)
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Education

University of Economics – Varna
Industrial Economics | 06/1989

High School of Commerce – Varna, Bulgaria
Accounting | 06/1982