MISTI SMITH

Bookkeeping Professional | QuickBooks ProAdvisor | Financial Record Accuracy

Houston, TX | Remote Opportunities | misti@kjfinancialbooks.com | 832-742-1841

PROFESSIONAL PROFILE

Intuit Certified Bookkeeping Professional and QuickBooks ProAdvisor with hands-on experience supporting small-business bookkeeping, bank reconciliations, transaction review, cleanup, and financial reporting. Through KJ Financial Bookkeeping, work directly with business owners to identify discrepancies, organize records, and improve the accuracy of their books. Bring more than a decade of healthcare operations experience requiring careful documentation, confidentiality, independent problem-solving, and consistent attention to detail.

BOOKKEEPING EXPERIENCE

KJ Financial Bookkeeping | Bookkeeper | 2026 - Present

- Provide bookkeeping support to small-business clients, including transaction categorization, account review, and bank statement reconciliation.
- Investigate unmatched deposits, payment discrepancies, transfers, and missing supporting information; follow up with clients to clarify transactions.
- Support catch-up and cleanup work by reviewing prior-period activity and identifying entries that need correction or additional documentation.
- Work with QuickBooks Desktop in active client bookkeeping and use QuickBooks Online for bookkeeping workflows and client-service preparation.
- Review financial records and prepare or support basic financial reporting, including Profit & Loss and Balance Sheet reports.
- Maintain organized records and communicate clearly with clients about outstanding questions, documentation, and bookkeeping priorities.

ADDITIONAL PROFESSIONAL EXPERIENCE

Pediatrix Medical Group / Obstetrix MFM Specialists of Houston | 2015 - Present

Chief MFM Sonographer of Recruiting & Operations

- Support operations across eight clinical locations and approximately 30 sonographers, coordinating complex workflows and resolving documentation and system issues.
- Perform detailed quality reviews, identify inconsistencies, and maintain accurate records in a highly regulated, confidentiality-focused environment.
- Collaborate with clinical, administrative, and technology teams to investigate issues, standardize processes, and improve operational accuracy.

Earlier healthcare experience: Maternal-Fetal Medicine of South Texas (2014-2015); Northwest Women's Center (2012-2014); The Woman's Hospital of Texas (2012).

CORE SKILLS & SOFTWARE

Bank reconciliations | Transaction categorization and matching | Deposit and payment discrepancy review | Catch-up / cleanup support | Financial statement review | QuickBooks Desktop | QuickBooks Online | Client communication | Confidential records handling | Process documentation

CERTIFICATIONS & SERVICE FOCUS

Intuit Certified Bookkeeping Professional (2026) | QuickBooks ProAdvisor

Bookkeeping focus: Monthly bookkeeping, account reconciliation, transaction review, cleanup support, and basic financial reports. **Outside current service scope:** Payroll processing, tax preparation or filing, audits, and CPA-level services.