

# RACHEL FORREST

BOOKKEEPER

## CONTACT



(918) 766-1340



forrestrm93@gmail.com



Bartlesville, OK 74003

## EDUCATION

July 2018

### **BBA Accounting**

Rogers State University  
Bartlesville, Oklahoma

## SKILLS

- Full cycle bookkeeping
- Financial reporting & analysis
- Oral and written communication
- Sound, independent problem solving and decision making
- Teamwork and collaboration
- Organizational skills
- [Credly Verification Link](#)

Key Software Competencies:

QuickBooks Online, Microsoft Office, Google Workspace, Bill.com/Spend & Expense (DIVVY), Gusto, NetSuite, Dext, ClickUp, Karbon, SmartSuite, a multitude of client-specific software

## PROFESSIONAL SUMMARY

Degreed accountant with 10+ years of experience in finance, accounting and bookkeeping, including data analysis, reporting and communications. QuickBooks ProAdvisor and Bookkeeping with payroll certified. Proven ability to collaborate effectively and resolve complex issues in remote and distributed environments. Eager to leverage skills and experience as focused bookkeeping support to small to medium sized businesses!

## RELEVANT EXPERIENCE

Two Roads Bookkeeping, Knoxville, TN

December 2023 – October 2025

### **Account Coordinator** (*January 2025 – October 2025*)

- Acted as primary point of contact between clients and internal teams for multiple clients
- Oversaw monthly financial cycle from start to finish, consistently producing timely reporting, light trend analysis and requests where needed under tight deadlines
- Developed monthly closing procedures to ensure efficient processes and timely delivery of reporting
- Prepared & entered prepaid, accrual, & adjusting journal entries
- Managed scheduling, meeting preparation, and follow-ups for clients
- Maintained organized records of client reports, assets, feedback, and approvals
- Established chart of accounts to assign entries to proper accounts
- Reviewed & audited accounts for accuracy and completeness of information
- Mentored colleagues in complex communication issue resolution and drafted scripts for addressing common challenges
- Assisted external auditors in preparing audit schedules by providing necessary documents and information as needed

### **Bookkeeper** (*December 2023 – October 2025*)

- Processed payments and maintained records of accounts payable
- Prepared invoices, received and applied payments, and reconciled accounts receivable
- Processed simple payroll runs and/or reconciled accounting software with payroll processor's reporting
- Accounted for petty cash and cash deposits remotely working with client managers, appropriately documenting, adjusting, and reconciling
- Made general journal, prepaid, and accrual entries as needed
- Ensured timely submission of sales tax returns in compliance with state regulations
- Analyzed financial documents including income statements, balance sheets, budgets, and payroll information for errors and insightful trends
- Assisted in the preparation of reports for internal management use and external auditors as requested.
- Maintained organized filing systems for all records
- Performed general office duties, such as filing, answering telephones, and



- handling routine correspondence
- Monitored status of loans and accounts to ensure that payments were up to date
- Proficiently implemented and used a multitude of client preferred software, including but not limited to: *NetSuite, QuickBooks online, Bill.com / Spend & Expense (Divvy), Dext, ClickUp, Karbon, LastPass, SmartSuite, Fathom, Avalara (Track 1099), Adobe, Google Suite, Zoom, Dialpad, Loom, Service Titan, Amazon Business*

## Office Manager/Bookkeeper in Training

January 2016 - September 2022

Water-Tek, Inc., Bartlesville, OK

- Efficiently managed day-to-day operations for the office of a local small business
- Coordinated employee and client schedules and meetings, maintained supplies and vendor relationships, and worked closely with bookkeeper and CPA to assist with financial operations
- Acted as a central point of communication between employees, clients and management
- Software used: QuickBooks Desktop, Microsoft Office Suite, Adobe, Google Suite, Rainbird



## Accounts Payable Specialist

August 2019 - September 2021

Paragon Contractors, LLC, Tulsa, OK

- Managed full accounts payable cycle and processes, including invoice verification, coding, data entry and check-runs for timely payments to vendors
- Requested required compliance documentation from vendors for 1099 filing
- Reconciled statements, resolved discrepancies, and ensured compliance with internal controls and company policies
- Collaborated with procurement and accounting teams to streamline workflows and support month-end and year-end closing activities
- Acted as central point of contact between vendors and departments
- Software used: Vista ERP, Microsoft Office Suite



April 2014 - September 2018

## Teller

Armstrong Bank, Bartlesville, OK

- Provided exceptional customer service while performing routine banking transactions, including deposits, withdraws, payments and check cashing.
- Maintained accuracy in handling cash and balancing drawers daily.
- Identified customer needs and referred products and services to support financial goals.
- Ensured compliance with bank policies, procedures and security standards, including SAR reporting.
- Participated in and contributed to community and networking events.
- Software Used: Jack Henry, Outlook