Rosemary Rosencrans

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**Skills**: Bookkeeper and Quickbooks Pro Advisor with twenty five plus years of accounting and human resource administration. Strong understanding of GAAP principles and general ledger accounting. Proficient in Microsoft Office, Paychex, ADP RUN, OnPay, Fathom, Remote Deposit Capture Systems, Yardi Genesis, AppFolio,Tax Act, Turbo Tax, PTIN holder, Bill.com, navigating the internet and email programs, PEM Integrity software, American Institute of Architecture contracts, billing, and submission of AIA Applications for Payment and Continuation Sheets, and bidding procedures. Strong leadership and motivational skills. Welcome a challenge; thrive on variety, streamlining, and problem solving. Able to work independently and as a productive, contributing member of a team.

**Wizard Accounting Services, LLC** – Somerset, NJ

April 2010 – Present

Owner and founder of accounting firm providing full spectrum bookkeeping services, process improvement, and advisory services to small businesses remotely. Preferred accounting system is QuickBooks online but service QB Desktop clients as well. Serving clients nationwide in a variety of industries daily, monthly, and quarterly based upon the business needs.

**Work Experience**

**Alternative Financial Services, LLC –** Ocean Gate, NJ

February 2011 – December 2014

Accounting associate serving small businesses and high wealth individual accounting needs onsite or remotely.

**NET Property Management, LLC**. N Plainfield, NJ – *Full Charge Bookkeeper*

## September 2006-January 2016

Bookkeeper for three property management & retail investment companies and a retail bowling center, reporting directly to five partners. Responsible for all daily and monthly accounting functions in addition to working with outside accounting firm. Oversaw twenty nine bank accounts with related deposit and payables. All receivable and payable functions, cash flow and cash position reports as well as internal budgeting. File monthly & quarterly sales tax reports as well as annual reports. Coordinate request for construction draws and the submission of AIA application for payments for construction projects. Continually strive to streamline processes to improve efficiency and collection efforts.

**Schenck, Price, Smith, & King LLP, Morristown, NJ** - *Accounts Receivable Assistant*

## July 2006 – September 2006

Assist Director of Financial Operations with all duties related to outstanding Accounts Receivable issues, including but not limited to, client contact, issue resolutions, working with attorneys to prevent future issues, and creation of database and worksheets as tracking tools. Responsible for ordering office supplies for the firm. Liason with former firm partners to efficiently and effectively ensure smooth transition of files and resolve outstanding issues.

*Accounting Clerk:* - January 2006 – July 2006  
Member of a three- person team servicing the financial needs of a large law firm. Responsible for daily trust account operations, daily bank deposits, account receivable, accounts payable, cash position, check writing, statement generation, invoicing, real estate closing check distributions, and bank account reconciliations. Assist controller as requested.

**American Construction & Mechanical Group of PA, Inc; Under The Beach Umbrella, Inc. Lakeville, PA 18438** – *Business Manager*

## April 2004 – June 2006

Responsible for daily operations of construction and mechanical business and cabinetry/retail business. Manage all facets of both businesses including, but not limited to, bookkeeping functions, invoicing and accounts receivable, payroll processing for prevailing wage and non union projects and tax remittance, monthly account reconciliations and year-end closings and tax reporting for employees and outside contractors/vendors, human resource functions, researching and implementing new product lines, marketing, and sales. Implemented employee hiring and employment practices and policies.

**Keystone Printed Specialties, LLC** Jessup, PA, *Payroll – Human Resources* December 2003 – March 2004

Human Resources and payroll administration for 60+ employees of a manufacturing facility. Managed Customer Service department of six representatives and handle customer complaints as well as assist controller with all bookkeeping functions. Responsible for calculation, remittance, and reporting of all payroll taxes. Back up for invoicing, accounts receivable posting, and collections. Spearheaded initiative to process payroll in-house and implemented new system in five weeks.

*Assistant to COO and President and Human Resource/Office Manager*.

July 2001 – December 2003

Began career as Accounts payable clerk/bookkeeper and worked my way as purchasing agent, receptionist, payroll clerk to become assistant to COO and President and Human Resource/Office Manager. Responsible for payroll and benefits administration, recruiting, interviewing, orientation, and review of 90+ employees at a manufacturing facility. Updated, interpreted, and maintained employee handbook. Implemented drug screenings, personnel reviews, salary ranges, job descriptions, and flex spending benefits to reduce absenteeism, unemployment compensation cases, and strengthen employee/employer relations. Reduced workman’s compensation cases by working closely with insurance company and Safety Department by creating light duty positions and improving work environment. Turnover rate reduced from 20% to 5% in eight months. Streamlined commission process as well as payroll and accounts payroll systems to reduce costs and increase efficiency. Managed accounting staff of five people. Responsible for some monthly closings, account reconciliation, journal entries, and bank account reconciliation. Facility sold in December of 2003.

**Education**:

Quickbooks Pro Advisor Certification 2010-2023

Paralegal certificate earned in 2020 from Boston University

Accounting coursework completed at Southern New Hampshire University

Certified Bookkeeper Course, Rutgers University and AIPB designation, September 2010.

Online courses in Project Management for Construction.

Certificate in Human Resource Management from MidAtlantic Employer’s Association, Valley Forge, PA October 2003

Accounting coursework completed at Keystone Junior College

Attended American Institute of Banking courses at Lackawanna Junior College

Psychology and Family Counseling courses completed at the University of Scranton

Academic diploma, Bishop Hannan High School

**Associations:**  American Institute of Professional Bookkeepers (AIPB), Society of Human Resource Management, National Association of Professional Women: former President, Central NJ NAPW chapter; National Notary Association; NJ Business Impact Group.