|  |  |
| --- | --- |
| SAbrinaWilson C.B. | Sparks, NV | 775.351.6170 | sabieg819@gmail.com  |
| Accounting professional with 12+ years of experience in accounts payable, accounts receivable, bank reconciliations, financial analysis and reporting for multiple properties. Possess B.S. in business with a concentration in accounting along with a certificate in bookkeeping.  |
| ExperienceManaging Member/BookkeeperRose & Wilson LLC | Sparks, NV2024- PresentI currently work remote as a contracted bookkeeper for several companies. My tasks include, payroll, categorizing bank and credit card transactions, bank reconciliations, weekly cash analysis, AP, AR, and monthly financial reporting. I specialize in property management and small business bookkeeping. CFOCommercial Project Management Nevada, LLC | Reno, NV2022- 2024Managed an accounting team of two and oversaw all accounting responsibilities for over 40 Commercial Properties. With exceptional time management and accuracy, I processed payroll for 15 employees, ensured that the company’s accounts payable/accounts receivable were current, produced weekly and monthly financial analysis and reporting, and reconciled all transactions. I also assisted with implementing Standard Operating Procedures for the growing company.  |
| Sr. Property Management accountantCommercial Project Management Nevada, LLC| Reno, NV2016-2022All accounting functions for 20-30 properties at any given time. Including AP, AR, financial transaction recording, bank reconciliations, monthly variance reports and reporting, yearly budgets and reconciliations, 1099’s, and business license registration.  | Sr. Revenue Accountant/Payroll ClerkCM Retail Management | Reno, NV2010-2016Process payroll for approximately 200 employees and four different companies. Maintain Employee information and benefits. Month end procedures such as credit card and bank reconciliations. Record and audit daily transactions for four locations. Supervise two employees with daily recording of their 1ocations. Weekly/Monthly reconciliation of revenue transactions. |
| EducationBookkeeping certificateThe American Institute of Professional BookkeepersAugust 2021Bachelor of science in business. minor in accountingUniversity of PhoenixMay 2014 |
| Skills |
| * QuickBooks Online
* Financial Planning & Forecasting
* Outlook
* Excel
* ADP Total Source and EZ- Labor
 | * Bookkeeping
* Exceptional communication
* Yardi Voyager 7s
* Bill.com
* Reconciliations
 |