

## SARAH JONES CAMPOS

### CONTACT

@ sdj87@protonmail.com

📞 208 918-4959

📍 1696 Valencia St Twin Falls, Idaho  
83301

### SKILLS

Accounting

Process Simplification GL

Maintenance Taxation Compliance

AR/AP Computerized Accounting

Financial Reporting Payroll

Accrual Accounting

Financial Analysis

Office 365

Journal Entries

Full Cycle Accounting

Month-End Close

Bill.com, Asana.com, Loom, Zoom

Quickbooks Online Quickbooks

Enterprise Desktop

### ACHIEVEMENTS

Quickbooks Online ProAdvisor  
Certified. Affiliated with American  
Institute of Accounting  
Professionals First point of contact  
for staff struggling with issues in  
accounts receivables, accounts  
payables, and identifying errors.  
Commended for the on-time  
completion of end-ofmonth  
financials against high volume  
workloads and pressure.

### OBJECTIVE

Dedicated and hard-working accounting professional, seeking a remote work-from-home opportunity, aiming to leverage my skills to successfully fill the Accounting role at your company.

### EXPERIENCE

#### Oasis Stop N Go

2016 - 2022

Accounting Manager

Created & Produced Financial Statements for 28 convenience stores across the state of Idaho.

Maintained the General Ledger.

Conducted month end transactions, reconciled bank statements, and credit card statements.

Produced recurring and nonrecurring monthly journal entries.

Offered knowledgeable advice to the CEO on internal policies and procedures needed to ensure timely and accurate Financial Statements, and as a result, financial reports and documentation reflected a high degree of precision and transparency.

Mentored & trained 5 accounting clerks on the policies & procedures, which helped ensure the accounting staff was knowledgeable and confident with what they were doing.

Designed custom spreadsheets for internal and external use using Microsoft Excel.

Earned a reputation as a valuable and cooperative coworker by being fair, honest, and willing to help others when needed.

Was able to save the company money by identifying employee theft and incorrect vendor pricing.

Sales, use, and property taxation returns.

AP and AR processes.

### **The Campos Household**

2013 - 2016

Household Manager

Managed daily schedules for 3 household members using deadline-oriented nature to assure timeliness for all members

Coordinated appointments and other activities for 3 household members, using strong communication skills to communicate with multiple parties including healthcare professionals and educators.

Monitored household budget, using strong accounting knowledge and software skills to keep track of expenses, increasing overall household savings by over 25%

### **Oasis Stop N Go**

2008 - 2013

Financial Accountant

Produced monthly financial statements for 13 locations, using strong attention to detail to consistently achieve an over 90% accuracy rate.

Applied extensive knowledge of accounting rules, regulations, policies, and procedures to everyday responsibilities.

Reconciled 5 company bank accounts, 6 note payable accounts, and 2 credit card accounts on a monthly basis, using an automated accounting system to streamline the reconciliation process and improve accuracy.

Produced Accounts Receivable Statements, and kept in contact with customers for prompt and timely payment.

## **EDUCATION**

### **College of Southern Idaho**

2005

Associates of Applied Science/Accounting