***Sheryl Meshell***

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Intuit Inc. QuickBooks Live Associate Categorization Specialist

Certified QuickBooks ProAdvisor

What I do is Categorize Small, Medium Business’s transactions, check for un-applied

Undeposited funds and categorize the transactions. Attend weekly meetings, complete small tasks that relate to Bookkeeping. Certification in QuickBooks is criterion

**Neighborhood Tax Centers:** Volunteer Work **Advanced Tax Preparer**

**2/2010 to Present**

Volunteer two days a week at Lakewood Church preparing Taxes for free for anyone, to prepare Taxes at this location it is a criteria to be an Advanced Tax Preparer; we do most returns except for those that require complex or out of scope for Neighborhood Tax center criteria

**Intuit Corporation.** Quick Books Live Associate

02-28-2020 – Present

Assist Clients with their questions in regards to their Books, to do a clean up, reconcile to wrap up their month end closing. I help them to make a choice in upgrading their subscription if need be. Also perform Financial Statements or to generally be of any support needed to help that Client get their Books on track

APAC/NCO Best Buy WAH Agent Call Center Subject Matter Expert

9/20/2013~ 11/30/2014

Started off working on phones, taking in customer calls for Sales, researching customer item preferences, customer orders to their homes or other designated delivery of purchased items by phone OR internet purchases; transferred no Sale calls to proper department; promoted to SME, answered all questions, concerns and troubleshooted program concerns in Breeze, Express Lane and Avaya phone systems, answered all Best Buy Agents questions regarding permission on low price gurantee purchases before granting the purchase

**Work Experience**

**03/ Present** **Bookkeeping-Taxes-Payroll-NP**

In the service of maintaining and processing all Bookkeeping-Accounting work such as AP/AR, Bank Reconciliations entering invoices, generating Financial Reports, Bank Reconciliations, General Ledger entries, fixed assets setup, open and ongoing communications with the client regarding discrepancies, scheduling the invoice for payment to the vendor and other AP tasks; Accounts Receivable tasks; receiving and posting payments to accounts and some aging; Payroll and direct deposits, Payroll taxes, Sales Tax, small business and Individual taxes, all areas of Taxes; also create professional Resumes for free for individuals with special circumstances, Notary Public; also handle billing for a company or client , can file electronically 1099's, 1098, used Tax Wise, Tax Act, ProSeries Tax Software, RTRP, 1040, 1065, 1120s, Non-Profit Taxes, e-File, Notary Public, Certified QuickBooks ProAdvisor, Intuit, Amazon and Freelance Affiliate, complete 940, 941, TWC forms, W-2 & W-3,

**12/2007 ~ 02/2008 Bechtel Tower/Quality Technical Services Project Job**

**(Oil & Gas)**

**AP Processor**

Key in invoices daily into Oracle 11i, on some Mondays enter invoices onto Excel(hold report), analyze, researched for purchase orders in the BPS system to help match information for payment, report information regarding each invoices status of payment onto the hold report, email, phone expeditor, buyer or vendor for invoices inquiries, when invoices are ready for payment they are matched, distributed and scheduled for a payment date, email to Bechtel Corp any new vendor setup or eft or bank or wire information for them to setup into Oracle, mail out rejected invoices

**03/2007 ~08/2007 Remedy Intelligence/Suncoast Post Tension Corporation Temp**

**A/R~Cash Applications**

Processing high volume (over 1.5 million per week)lockbox(BOA & Wachovia) and cash applications per week for over 6 different company locations, adjusting NSF’s to accounts, creating discrepancy report on any short or over paid invoices, reporting any cash that was unidentified onto on account money or any invoice discrepancy to the location, once a week clearing on account money from each location, maintaining all A/R batches and discrepancy files, setup new customers and answering all email requests regarding changes that need to be done on invoices, Notarized Lien Releases

**01/2007 ~ 03/2007 Burnett Staffing/Production Services Network Project**

**Accounts Payable Clerk**

Processing over 400 invoices per day into Oracle 11.5., invoice inquiry, coding invoices and expense reports, entering new vendors and expenses into Excel, matching checks by validating in Oracle, scanning and attaching invoice documents into Oracle

**8/2006 ~ 10/2006 Contract Positions Only Looking For Temp/Perm**

**Adecco/Cash Applications: Constellation New Energy: Oil and gas Industry,** using Excel to format applications into in house software Platinum, using outlook express and msn messenger for communications

**Icon Consultants/A/R, Cash Applications: Waste Management: Duties were to research unpaid, unbilled invoices**

**12/2005 ~ 03/2006 Addison Search/Ampco Parking Systems Temporary**

**Cash Applications/Credit Memos:** Posted Cash into JD Edwards/One World-Citrix,

Used Lotus notes for emailing, balanced, turned into Supervisor for posting; Cash applications then outsourced overseas and processed credit memos

**6/2003 ~ 9/2005                   Litton Loan Servicing                          Permanent**

**Cash Management/Lockbox Processor**

Massive volume of lockbox payments, posting Trustee Payments into the Bankruptcy Workstation, posting lockbox payments to Fortracs from the borrower, processing wire transfers into Fortracs;knowing debits & credits, processing all Payoff payments that are delivered overnight; reconciling all batches before transmitting through transmitter for bank deposit; maintaining all batches input into Excel, completing modifications that are generated through Investor accounting on loans trying to close out or come to terms with, applying unidentified checks to CAR form(cash application request)for posting instructions; created Excel spreadsheets, auditing accounts to apply funds and to balance with the other system that processes payments, notating and reversing NSF’s that are generated on an NSF reversal Report, working the Suspense report to audit accounts and add a payment if applicable, processing phone payments (speedpay) from borrowers, maintained daily reconciliation reports, processing all payments on late fee charge day of the 16th of the month, processing trustee debtor payments by deadline time on the end of the month, other various accounting duties

**1/2002 ~ 4/2002          Royal Baths Manufacturing                   Permanent**

**Accounts Receivable/Cash Applications**

Posted heavy volume of lockbox and Cash Applications payments to

Customer accounts, debits & credits, pulled and researched and reviewed invoice discrepancies, for problem solving, and communicated with the collection group to help solve account discrepancy, contacting customer to verify correct payment inquiries, fast paced environment, auditing the edit list for accurate and detail balancing, detailed accurate balance of each lockbox and cash applications, checking for accuracy and details for proper filing of transactions, recording each lockbox into Excel, G/L bank book, sending Interoffice email memo to payables checking credit background on credit applications, handled check reversals for cash movement involving any open accounts in aging status or other questionable status, setup and maintain customer credit accounts, email correspondences inquiring about account setups and tax or warranty code questions, properly coding each payment, meeting end of the month deadlines including first of the month inventory, working on a Saturday if it was the first of the month to count inventory

**9/2001 ~ 3/2002 Steversons Staffing/Lakewood Church Temporary**

**Accounts Receivable/Data Entry**

Posting to members accounts, balancing batches, counting batches coming into

The Accounts Receivable area, researching member’s information, input of information

Into Excel and Raisers Edge

**2/1997 ~ 5/1999** **Texas Boom Company**  **Permanent**

**Full-Charge Bookkeeper/Office Manager**

AR/AP using Quickbooks, researched and resolved discrepancies, coding invoices, Journal entries, vendor setup, vendor communications, expense report approvals, check processing, manual checks, G/L trial balancing, light payroll for 10 employees, payroll deductions, payroll deposits, completing 941 , worked with Owner on all balance sheets, Journal entries, worksheets, reconciling G/L, bank recons, all financial statements

**EDUCATION**

**UoP BSB/Accounting 2010 Certified QuickBooks ProAdvisor**

**Notary Public/RTP Certified QuickBooks Enterprise**

**Summary of Qualifications**

Typing 50-55 wpm

Data Entry 10,000 –13,500 kspm

Electronically file 1099's, 1098's, used Tax Wise, Tax Act, **ProSeries**, **Registered Tax Preparer**,

Excel, \*QuickBooks Accountant\*Enterprise\*\***Quickbooks Pro Advisor Certified**,\*,MSO Accounting,Oracle11.5/\*PBA, Norcross, MS 2007, People Soft, Bolton, Peach Tree, Windows, Windows XP,\*JDE/OneWorld, Citrix World Quicken, \***TurboTax software**\*, Lotus Notes, BPS,AS400, Word Perfect, Power Point, Outlook Express, Bankruptcy Workstation, Lotus, AOL, Earth Link, Macola, Citrix, Access, IDX, Raisers Edge, Fortracs, Lsams, Radar, Speed Pay, Payroll, Payroll Taxes, Sales *Tax,* Accounts Payable, Coding G/L, Billing, Balancing, Heavy Cash Handling, operating OPEX Mail system