

# Thomas Merle Accounting Services

A c c o u n t i n g   f o r   S m a l l   B u s i n e s s e s



(248) 266-1173



accounting@thomas-merle.com



Oakland and Macomb, MI

## P R O F I L E

*Thomas Merle Accounting Services provides a complete accountancy solution tailored to your needs in a concise, precise and prompt manner.*

Chisako Thomas and Stella Merle have combined 23 years of accounting experience, including 6 years of using QuickBooks, to support small businesses. We have worked with a variety of businesses from family owned jewelry stores to multi-million dollars automotive corporations.

## E D U C A T I O N

Bachelor of Accountancy

Walsh College

Bachelor of Science in Management

Information Systems

Oakland University

## I N D U S T R I E S

Retail, Service, Manufacturing, and  
Automotive

## L A N G U A G E S

Fluent in Japanese and French,  
conversational in Spanish

## E X P E R T I S E

- Accounts Payable & Accounts Receivable
- Financial Statements Preparations
- Month-end / Year-end Closing
- Account Reconciliations
- Bank Reconciliations, Cash Forecast & Cash Management
- General Ledger Management
- Financial Statement Analysis
- Inventory Management
- Fixed Assets Management
- Sales and Use Tax, Property Tax Filing
- Project Accounting
- FX Transactions and Derivatives Management
- J-SOX and Audit
- ADP and Paychex Payroll
- 401K, Health Insurance Management
- Quarterly Reports, Business Reports, and Ad Hoc Reports Preparation
- ERP System Implementation
- Sales and Supply Chain

## S O F T W A R E   S K I L L S

Power user of QuickBooks, Proficient in ERP systems (Microsoft Dynamics, Syteline, QAD, SAP and Baan), SQL, Microsoft Word, Excel, PowerPoint, Access, Outlook, and FrontPage.