

TIFFANY BROOKOVER

ACCOUNTING PROFESSIONAL

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Arvada, CO 80003

SUMMARY

Experienced accounting professional with 10 years of expertise in accounting; primarily accounts payable. Proficient in various accounting software and data analysis. Organized, detail oriented, and motivated, seeking entry-level opportunities to enhance skills and contribute to company growth.

PROFESSIONAL SKILLS

Bookkeeping

Accounts Payable

Fact-checking skills

Communication

SaaS Knowledge

Proficiency in client management

Strong time-management skills

WORK EXPERIENCE

E-COMMERCE ACCOUNTANT

(May 2021 - Aug 2022)

Catching Clouds, an Acuity Company

- Key contributor to month-end closing activities, including bookkeeping and reconciliation of inventory and cost of goods sold.
- Prepared month-end financial reports and reviewed them with clients.
- Documented transactions involving cash, credit, fixed assets, and accrued expenses.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, cash, and banking reconciliations.

ESCROW ACCOUNTING ADMIN

(Jul 2019 - May 2021)

First Integrity Title Company

- Collaborated with escrow staff to verify accuracy and timeliness of clients' bank payments.
- Managed audits and reports in Excel for outgoing wires, closed files with pending transactions, and files holding funds
- Performed daily reconciliations for multiple bank accounts
- Developed and implemented new procedures to improve the efficiency and accuracy of escrow accounting processes.

EXPENSE SPECIALIST

(Mar 2016 - May 2019)

Graebel Companies

- Worked closely with consulting team to ensure efficient handling of expense reimbursements and cash allowances, maximizing accuracy and timeliness
- Ensured correct payments were sent out by meticulously reviewing Excel reports before finalizing the billing process.
- Conducted regular audits of expense reports and cash allowances to ensure compliance with company policies and procedures.

LEGAL ASSISTANT

(May 2013 - Jan 2016)

Stokes & Wolf, P.C.

- Supported attorneys in the preparation of accurate and legally compliant legal documents, including motions and subpoenas.
- Conducted skip-tracing for legal research.
- Organized and maintained legal files and documents to ensure efficient access and retrieval of information.
- Managed attorney calendars and e-filed court dates.
- Prepared billing statements and invoices for clients to ensure timely and accurate payment processing.

EDUCATION

HIGH SCHOOL DIPLOMA

(2007 - 2011)

Eaglecrest High School