


Tiffany Williams

Bookkeeper | Client Accounting Specialist | QuickBooks ProAdvisor

 929-441-0395

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Detail-oriented QuickBooks ProAdvisor with over 8 years of experience in full-cycle bookkeeping for small businesses in construction, transportation, and service sectors. Skilled in maintaining accurate financial records, streamlining processes, and ensuring tax-ready compliance with GAAP. Experienced in remote client service, month-end closing, and process improvement.

Experience

Intuit – QuickBooks Live Bookkeeper – Customer Software Trainer Remote 2021- Present

- Managed full-cycle bookkeeping for 25+ small business clients across diverse industries, maintaining general ledger accuracy, processing transactions, and completing month-end close procedures in QuickBooks Online.
- Established automated bank rules and workflows for transaction categorization, streamlining monthly close processes and reducing manual data entry by 40%.
- Reconciled bank and credit card accounts monthly, ensuring 100% accuracy for financial reporting and audit readiness.
- Processed adjusting journal entries for accruals, deferrals, and reclassifications to maintain GAAP compliance and accurate financial statements.
- Tracked job-level budgets and costs for construction and transportation clients, performing variance analysis to identify underpriced projects and prevent revenue leakage.
- Delivered custom QuickBooks training that reduced repeat support requests by 30% and improved client self-sufficiency.
- Processed customer payments, reconciled invoices, and reviewed A/R aging reports to ensure timely collections and accurate revenue recognition.

Liberty Tax Services - Office Manager / Customer Support

2016 – 2021

- Managed office operations for tax preparation firm, overseeing client services, staff supervision, and workflow optimization that reduced wait times by 25% during peak season.
- Prepared 300+ federal and state tax returns annually (1040, Schedule C, 1120-S) for individuals and small businesses, ensuring IRS compliance and accuracy.
- Filed quarterly and annual sales tax returns for New York and Georgia clients, maintaining multi-state tax compliance.
- Recruited, trained, and supervised seasonal tax preparers on IRS regulations, tax software, and customer service protocols; developed standardized procedures for quality control and file management that improved operational efficiency.
- Maintained bookkeeping for small business clients with monthly reconciliations and IRS-compliant categorization, reducing tax prep time by 30%.

Education

BA, Accounting

Delaware State University

QuickBooks ProAdvisor Certification

TECHNICAL SKILLS

QuickBooks Online & Desktop | GAAP | Bank Reconciliation | Accounts Payable/Receivable | General Ledger | Month-End Close | Financial Statement Preparation | Journal Entries | Sales Tax Compliance | Payroll | Microsoft Excel | Google Workspace CORE COMPETENCIES Client Relationship Management | Process Improvement | Staff Training | Problem-Solving