

# TJ HAYES

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## Work experience:

BKPR Entry <b>Virtual Controller</b> (FC Bookkeeping Consultants)	Roseville, CA	<b>September 2019 - Present</b>
<ul style="list-style-type: none"><li>• Accounts Payables/ Receivables</li><li>• Budgets</li><li>• General Ledger Manage</li><li>• Payroll</li><li>• Generate Financial Reports</li></ul>		
Vaya Mental Health Resources <b>Operations Manager</b> (Psychiatrist)	Sacramento, CA	<b>April 2020 – April 2024</b>
<ul style="list-style-type: none"><li>• Full Charge Bookkeeping</li><li>• Office Management (Small Private Practice)</li><li>• Payroll &amp; HR Management</li><li>• Managed Operations of Other Entities</li></ul>		
IMT Associates <b>Bookkeeper</b> (Consultants)	San Leandro, CA	<b>August 2017 – September 2019</b>
<ul style="list-style-type: none"><li>• Accounts Payables</li><li>• Budgets</li><li>• General Ledger Review</li><li>• Payroll</li><li>• Generate Financial Reports</li></ul>		
Nonprofit Suite <b>Senior Accountant</b> (Consultants)	Oakland, CA	<b>July 2015 – August 2017</b>
<ul style="list-style-type: none"><li>• Accounts Payables</li><li>• Accounts Receivables</li><li>• General Ledger, Bank, and Payroll Reconciliations</li><li>• Month End and Year End Close</li><li>• Generate Financial Reports</li></ul>		
Asian Community Mental Health Services <b>Senior Accountant</b> (Non-Profit)	Oakland, CA	<b>February 2014 – July 2015</b>
<ul style="list-style-type: none"><li>• Process Payroll (ADP Systems for 100+ employees)</li><li>• Generate Internal Financial Reports</li><li>• General Ledger Reconciliations</li><li>• Year End and Various Audit Preparation</li><li>• Supervise Intern</li></ul>		
Alameda Point Collaborative <b>Senior Accountant</b> (Non-Profit)	Alameda, CA	<b>May 2008 – February 2014</b>
<ul style="list-style-type: none"><li>• Process Payroll (ADP Systems for 65+ employees)</li><li>• Bank/ GL Reconciliations</li><li>• Generate Internal Financial Reports</li><li>• Generate AR Invoices for Multiple Government Grants</li><li>• Assist in Planning New Accounting Controls as the Organization Grows</li><li>• Year End and Various Audit Preparation</li><li>• Supervise Bookkeeper</li></ul>		

CirclePoint

San Francisco, CA

**March 2006 - May 2008**

**Accounting Assistant** (Communications Consultants)

- Review, code and enter A/P, Cash Receipts, and in-house charges to the GL.
- Administer payroll for 65+ employees (Paychex Systems).
- Review, adjust and post timesheets in the GL.
- Manage cash flow spreadsheets.

**Education:**

1999–2001

Laney College

Oakland, CA

A.A., Accounting