Tracy Romig

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# Skills Summary

* Experienced Accountant with expertise in small business and corporate accounting
* Extensive background in multi-entity corporations and businesses
* Multi-level staff management and training
* Superb written and oral communication skills
* Organizational and Strategic Planning
* Mentoring and Management Coaching
* High level understanding of GAAP (Generally Accepted Accounting Principles)

# Experience

## Tracy Romig Accounting

### Owner / 2011 - Present

* Day to day accounting for small businesses and HOA’s
* Communicate with owners and boards on all financial aspects
* Coordinate with executive and board level members on financial operations
* Financial reporting and compliance
* Create policies and procedures
* Month-end and Year-end close
* Monthly and Annual Financial Reports

## AMI, Inc.

### Accounting Manager / 2008 - 2011

* Oversee daily operations of all department accounting staff
* Training of financial specialists across several departments
* Maintain accounting policies and procedures
* Financial reporting and compliance
* Asset Management of $1 – $3.5 million
* Banking and finance operations
* Preparation and auditing of monthly preliminary financial reports
* Month-end and year-end close

## Glover Interests, LLC

### Accounting Manager / 2008 - 2011

* Oversee daily operations of all department accounting staff
* Training of multi-entity management
* Maintain accounting policies and procedures
* Financial reporting and compliance
* Proprietary accounting software integration with Quickbooks
* Banking and finance operations
* Preparation and auditing of monthly preliminary financial reports
* Month-end and year-end close

## Schlotzhauer Auto, LLC

### Full Charge Bookkeeper / 1995 - 2001

* Oversee all financial aspects of the company
* Maintain accounting policies and procedures
* Financial reporting and compliance
* Financial and banking operations
* Asset management
* Inventory control
* Auto financing and collections
* Payroll and payroll tax filings

# Education

## AA in Accounting/ Expected Graduation 2022

Associate of Arts in Accounting / 4.0 GPA

## Certified Bookkeeper/ Expected Completion 2021

American Institute of Professional Bookkeepers

## Quickbooks Certified/ 2021

Certified Quickbooks Pro Advisor with over 30 years experience using Quickbooks

# Awards and Acknowledgements

* Certified Quickbooks Pro Advisor
* Member American Institute of Professional Bookkeepers