**VINITA EGGERS**

**504 Grace Street, Poteau, OK 74937**

**918-653-3551**

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**AREAS OF EXPERTISE**

* Highly organized and detail oriented with a track record of accurately, efficiently, and proactively supporting overall business activities.
* Knowledge of generally accepted accounting principles, chart of accounts, general ledger postings, and regulatory compliance guidelines.
* Expertise in developing and delivering monthly Profit and Loss Statements, and Balance Sheets for management.
* Ability to analyze cost controls, providing timely financial information that supports the goals and objectives of the business.
* Ability to identify and implement improvements to streamline processes as well as increase efficiency and productivity using online banking methods.
* Excellent technology skills; proficient in MS Word, MS Excel, Google Docs, QuickBooks Pro, and QuickBooks Online.
* Fluent in English, Hindi and Gujarati.

**EXPERIENCE**

Organization for Transformative Works October 2020 - Present

Accounting Clerk (Volunteer) Not-for-profit organization

* Using QuickBooks Online, accurately allocate donations and expenses for an organization that generates an average annual revenue of $300,000.

Oklahoma Romance Writers Guild May 2019 – Present

Treasurer (Volunteer) Not-for-profit organization

* Using Google Sheets, oversee and accurately allocate membership dues and contest entry fees for an organization that generates an average annual revenue of $2,000.
* Communicate with more than 200 members and non-members regarding discrepancies, late payments, and collections.
* Performe end-of-month bank reconciliations for all accounts.
* Generate maonthly and annual reports that accurately encapsulate the fiscal state of the organization for the Executive Board.
* Work with the incoming President to create an annual budget.
* File Form 990-N with the IRS annually.

Oklahoma Romance Writers of America January 2019 – January 2021

Treasurer (Volunteer) Not-for-profit organization

* Using MS Excel, oversaw and accurately allocated membership dues and contest entry fees for an organization that generated an average annual revenue of $12,000.
* Communicated with more than 200 members and non-members regarding discrepancies, late payments, and collections.
* Performed end-of-month bank reconciliations for all accounts.
* Generated monthly and annual reports that accurately encapsulated the fiscal state of the organization for the Executive Board.
* Worked with the incoming President to create an annual budget.
* Filed Form 990-N annually with the IRS.

Re Motor Cycle Parts November 2017 - Present

Bookkeeper (Freelance) For-Profit Ecommerce Sole Proprietorship

* Using QuickBooks Online, oversee and accurately allocate sales, shipping costs, and other expenses for a business that generates an average annual revenue of $120,000.
* Perform end-of-month bank reconciliations for all accounts.
* Generate monthly and annual reports that accurately encapsulate the fiscal state of the business.
* Prepare yearly tax return (Form 1040, Schedule C).

Oklahoma Writers’ Federation, Inc. January 2015 - Present

Treasurer (Volunteer) Not-for-profit organization

* Using MS Excel and QuickBooks Pro, oversee and accurately allocate membership dues, contest entry fees, and conference registrations for an organization that generates an average annual revenue of $65,000.
* Communicate with more than 450 members and non-members regarding discrepancies, late payments, and collections.
* Generate timely payments of all reimbursements and invoices approved by the President.
* Perform end-of-month bank reconciliations for all accounts.
* Generate monthly and annual reports that accurately encapsulate the fiscal state of the organization for the Executive Board and Delegates.
* Work with the incoming President to create an annual budget.

Atheline Investments December 2014 - Present

Bookkeeper (Freelance) For-profit Real Estate Rental

* Using MS Excel, oversee and accurately allocate rents, repair, maintenance costs, and other expenses for a business that generates an average annual revenue of $35,000.
* Communicate with tenants regarding rent, late payments, and collections.
* Perform end-of-month bank reconciliations for all accounts.
* Generate monthly and annual reports that accurately encapsulate the fiscal state of the business.
* Prepare yearly tax return (Form 1120S).

**EDUCATION**

Associate of Science in Mathematics, Oklahoma City Community College,

Oklahoma City, Oklahoma, May 1994.

**PROFESSIONAL MEMBERSHIPS**

American Institute of Professional Bookkeepers, Rockville, Maryland, aipb.org, since 2018.

**REFERENCES**

Available upon request