

# Yitta Katz

Reliable, detail-oriented bookkeeper with a knack for organizing and problem solving. Dedicated to keeping finances clear, accurate, and stress-free.

## Skills

Bank & Credit Card Reconciliation  
Expense Tracking & Budgeting  
Spreadsheets  
Editing & Proofreading  
Project Management  
Data Management

Microsoft Office Suite  
Google Workspace  
Canva  
Airtable  
SalsaCRM  
QuickBooks Online  
Keeper  
RightTool  
Zoho Books

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## Yitta Katz

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Reliable and detail-oriented bookkeeper with background in financial record-keeping, reconciliation, and reporting. Skilled in office management, database organization, and problem-solving, ensuring accurate and actionable financial insights.

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## Bookkeeper

Two Cents Accounting  
February 2025 - Present

Maintain accurate financial records, including transaction validation, categorization, and account reconciliation. Assist with financial report preparation and month/year-end closing processes, ensuring compliance with accounting standards. Monitor cash flow and manage timely data entry into accounting software. Tools: **QuickBooks Online, RightTool, Keeper**

## Bookkeeper

The Fencing Booth  
January 2025 - Present

Developed and managed a bookkeeping system for a non-profit, tracking revenue and donations using Google Sheets and Zoho Books. Generated financial reports for budgeting and year-end tax purposes. Tools: **Zoho Books, Google Workspace**

## Office Assistant

Jewish Family Service Association of Cleveland - Chesed Center  
September 2023 - June 2024, Cleveland Heights OH

Managed client data, inventory records, and application processing for a non-profit organization. Assisted clients and addressed customer inquiries with effective problem-solving. Tools: **SalsaCRM, Google Workspace, Microsoft Office Suite, Canva**

## Office Manager, Assistant Seamstress

The Duck Designs  
2014 - 2020, Plymouth MN

Oversaw database management, customer information, and inventory tracking for a small clothing manufacturer. Researched materials, managed quality assurance, and tracked market trends. Worked as part of the production team to design and manufacture clothing and cloth toys. Tools: **AirTable, Google Workspace**

## Customer Safety Coordinator, Actor

The Fencing Booth  
Seasonal 2006 - 2021, Shakopee MN

Monitored customer safety and equipment use, ensuring compliance with safety regulations. Performed as a historical-inspired character during events, engaging with guests to enhance their experience through interactive storytelling and demonstrations.

