

Jacqueline J. Timer

Remote Bookkeeper, Consultant, Account Manager

PROFESSIONAL SUMMARY

I bring order to chaos. Executives and owners enjoy the ability to expand, the flexibility to grow, and the opportunity to dream with the high-level administrative support I provide for their privately-owned companies and small businesses.

I think outside the box. With more than 20 years of experience coordinating, planning, and supporting staff and operations I identify and utilize existing resources to encourage efficiency and progress. Costs are reduced and processes are streamlined to improve and maximize the productivity of internal systems.

- Comprehensive knowledge of accounting principles, A/P, A/R, payroll, invoicing, taxation issues, financial reporting, document management, and regular compliance guidelines.
- Maintain excellent written and oral skills as the primary point of contact and liaison between management, personnel, vendors, and customers of all ages and backgrounds.
- Excellent technology skills; quickly incorporating new applications and methodologies; troubleshooting malfunctions.

EMPLOYMENT SUMMARY

Freelance Bookkeeper & Consultant (Virtual and local) 2011-present | QtheBooks.com

Account Manager 2019-2022 | Cox Brothers Heating & Cooling LLC | Saint James, MO

Bookkeeper 2016-2019 | Vineyard Christian Fellowship | Rolla, MO

Executive Assistant 2015-2019 | Gethsemane Lawn Service, Inc. | Rolla, MO

Financial Manager 2012 -2015 | Cleveland Vocational Industries | Shelby, NC

Administrative Manager 2005– 2012 | PryWay Trucking Company | Shelby, NC

Payroll Clerk 2004 | Corning Incorporated | Canton, NY

Office Manager 2000– 2003 | Isaiah 6 Ministries, Inc. | Madrid, NY

Management Goals

- Exceeded CEO expectation by meeting 2-year goal in 6 months
- Supported internal transition from family-run company to sole-ownership management
- Initiated weekly staff meetings to improve company-wide communication

Payroll & HR

- Improve employee reviews with talent-based evaluations
- Reduce payroll costs by implementing time-reporting procedures
- Redesign presentations and facilitate employee training

AP/AR

- Establish regular collections procedures and minimize aging accounts receivable
- Increase revenue by providing thorough analysis and submission of corrected data
- Provide consistent data organization that ensures payables are managed accurately

Reporting

- Timely process daily reports, submittals, and pay apps for Government contracts
- Consolidate record-keeping systems for clarity and accuracy of financials
- Implement standards and protocols to comply with OSHA regulations
- Improve accuracy of quarterly tax reports and lower company's liability
- Facilitate departmental cross-referencing of vital data to capture potential income and reduce penalties

CONTACT

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SPECIALIZING

Problem-Solving
Consistency
Internal Audits
Office Management
Editing

SKILLS

QuickBooks Desktop
QuickBooks Online
Asana
10-Key Typing
MS Office Suite
Google Suite
Windows
Mac

EXPERIENCE

SAM Registrations
Fuel Tax Reports
Procedure Documentation

EDUCATION

Eastern University
56 credit hours
Elementary Education
1995-1997

Hudson Valley Community College
12 credit hours
Early Childhood Education
1993