

Deborah J. MacMillan
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Grass Valley, CA 95949
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Objective

I would like to work part-time for companies as either an employee or an independent contractor. My preference is to utilize my Accounting/Bookkeeping experience to help small business owners understand bookkeeping software functionality which is essential to ensure the accuracy of the bookkeeping process. Finally, to provide accurate bookkeeping that will provide business owner knowledge of the financial health of their company, which is needed to make good business decisions.

Work History

2004-Currently	<u>Self-Employed, Bookkeeper/Consultant/Trainer</u> Client List: Farmers Insurance Nelson Pools Barefoot Attitude ETA Jim's Chevy Parts Browning & Browning Construction Oliver Management RPM Construction Tru-line Builders Musullo
2006 – 2008	<u>Lead Bookkeeper, Taxes' N Books</u> 1210 H Street, Sacramento, CA 95814 707-685-1712 Owner: Judy Shorten
2002 – 2004	<u>Accountant, The Ridge Golf Course</u> 2020 Golf Course Road, Auburn, CA 95602 916-630-4962 Human Resource Manager: Tamra Frame
2001 – 2002	<u>Accountant, Moss Adams, CPA's</u> 700 University Avenue, Sacramento, CA 95825 916-923-5700 Administrator: Mike Mecey
1998- 2001	<u>Bookkeeper, Nicholson & Olson, CPA's</u> 729 Sunrise Avenues, Roseville, Ca 9566 916-786-7997 Administrator: Clay Spears

Education

Associate of Arts Degree Accounting, Sierra College, Rocklin CA (1998)
Certified QuickBooks Pro Advisor

Job Skills

- Accounts Receivable
- General Ledger
- Payroll
- Capital Asset Management
- Financial Statements
- Budgets
- Federal and State Tax Returns
- 571L Property Taxes
- Accounts Payable
- Bank Reconciliation
- Human Resources
- Depreciation Schedules
- Cash Management
- Reorganization of accounting
- Payroll Taxes Quarterly and Annually

Strengths

- Team Player and builder
- Ability to work independently
- Good judgment
- Reliable
- Trust Worthy
- Respectful
- Friendly
- Professional appearance and attitude

Computer Software Experience

- Excel
- Word
- ADP-PayExpert
- Lacerte
- QuickBooks
- Quicken
- Business Works
- Franklin
- Creative Solutions
- Depreciation Solutions
- Peak
- AMSI
- Paycycle
- CFS

Personal Reference

- Wanda Alteri, MFCC, 530-676-1970
- Mary Bryson, Property Manager, 916-786-7997
- Susan Tozer, Dental Hygienists 530-906-8235