Rosa Delacruz

Full-Charge Bookkeeper | Bookkeeper

CONTACT

rosa.delacruz@email.example
(512) 555-0166
Austin, TX

SKILLS

- QuickBooks Online
- Full-cycle bookkeeping
- Month-end close
- Bank and credit card reconciliations
- Accounts payable and Bill.com
- Accounts receivable and collections
- Gusto payroll
- Texas sales tax
- 1099 preparation
- Job costing
- Accruals and prepaid
- Excel
- Spanish (fluent)

EDUCATION

AAS, Accounting
Capital Ridge Community College
2020

CERTIFICATIONS

· Certified Bookkeeper (CB), AIPB

· QuickBooks Online Certified ProAdvisor (Advanced)

PROFESSIONAL SUMMARY

Full-charge bookkeeper with six years keeping the books for small businesses in construction and hospitality. Runs the full cycle in QuickBooks Online: payables, receivables, payroll through Gusto, Texas sales tax, month-end close and year-end packages for the CPA. Known for cleaning up messy books and keeping them clean afterward.

PROFESSIONAL EXPERIENCE

Full-Charge Bookkeeper

Apr 2022 — Present

Barton Creek Builders · Austin, TX

- Keep the books for a residential builder with about 40 employees, closing each month within eight business days and delivering a P&L by job to the owners.
- Set up job costing in QuickBooks Online with classes and items, so the owners can see margin on each project instead of a single company-wide total.
- Run biweekly payroll in Gusto for field crews and office staff, including certified payroll reports for two public projects.
- Prepare the year-end package for the outside CPA, including fixed asset additions, accruals and 1099s for about 60 subcontractors.

Bookkeeper

Jul 2020 — Mar 2022

South Congress Hospitality Group · Austin, TX

- Recorded daily sales from point-of-sale reports for three restaurants and reconciled card deposits and tips each week.
- Cleaned up 14 months of uncategorized transactions after a staff change, getting the books ready for the annual tax filing on time.
- Filed monthly Texas sales and mixed beverage tax returns and kept vendor payments current through Bill.com.