Rosa Delacruz

Full-Charge Bookkeeper | Bookkeeper

rosa.delacruz@email.example • (512) 555-0166

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.

EDUCATION

AAS, Accounting — Capital Ridge Community College *2020*

SKILLS

Technical: 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)

Certifications: Certified Bookkeeper (CB), AIPB · QuickBooks Online Certified ProAdvisor (Advanced)