



Anahi Mueller

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EXPERIENCE	ACCOUNTANT / BOOKKEEPER	Dallas, TX
05/2015 – present	<ul style="list-style-type: none">• Assisting with monthly, quarterly or annual audits; comprising of reconciliations of AP, AR, and General Activities• Generates and/or creates standard reports to support department activities• Assist with client payroll and files• Assisting with Tour Accounting and year end accounts preparation• Plenty of client contact (generally with artists' management team)• Assist with legal documents, (Echosign) filing, pdfs, etc• Assist with preparation on monthly, quarterly and annual personal financial statement preparation	
09/2012 – 03/2015	EXPERIENCED BOOKKEEPER	Dallas, TX
	<ul style="list-style-type: none">• Develop and maintain positive working relationships with client personnel, co-workers, and all levels of staff and management• Develops systems to account for financial transaction by establishing a chart of accounts; defining bookkeeping policies and procedures• A working knowledge of Simply Accounting, QuickBooks, AgExpert, Microsoft Word and Excel• Deliver completed work for review on a timely basis• Receive payments from customers and make bank deposits• Assist CPA in tax filings and 1099 and W2 preparation• Manage aging schedule for outstanding invoices	
11/2008 – 07/2012	BOOKKEEPER	New York, NY
	<ul style="list-style-type: none">• Assisting in auditing work and assisting/responding to company accountants• Informs and assists Customer Service Manager or management with cashiers having problems over and short• Responsible for assisting the District Manager with the community budget and achievement of operational, financial goals• Work within our company's management planning (MPP) guidelines to maintain productivity• Makes bank deposits, writes checks, and maintains regular balance controls on all checking accounts• Assist Finance department employees by providing support for month end close procedures• Develops and maintains a productive working relationship with facility, regional and corporate personnel	
EDUCATION	BRIGHAM YOUNG UNIVERSITY	Bachelor's Degree in Accounting
SKILLS	<ul style="list-style-type: none">• Knowledgeable in Accounts Payable, Accounts Receivable, Bank Reconciliations and QuickBooks• Strong knowledge and experience with Excel, MAS 200, Peachtree, Great Plains or other accounting software programs• Attention to Detail – Able to address detail accuracy when faced with a high volume of work without sacrificing timely accomplishment of objectives• Excellent attention to detail and organized with a solid work ethic• Strong knowledge of Quickbooks• Strong experience in Accounts Receivable and Payable• Excellent knowledge of the W-4 and 1099 tax form creation and filings through QuickBooks payroll• Accounts Payable and Receivable knowledge• Working knowledge of QuickBooks, Sage and/or Bill.com• Demonstrated knowledge of applicable local, state, and federal wage and hour laws	