



## MELODIE MACNEIL

VIRTUAL BOOKKEEPER/ACCOUNTANT

### SKILLS & ABILITIES

- DIGITAL BOOKKEEPER ASSOCIATION MEMBER
- FUTRLI CERTIFIED BUSINESS ADVISOR
- XERO CERTIFIED PARTNER
- HUBDOC CERTIFIED ADVANCED PARTNER
- BBL 21<sup>ST</sup> CENTURY CERTIFIED BOOKKEEPER
- PROFICIENT IN DEXT (FORMERLY KNOWN AS RECEIPT BANK)
- PROFICIENT IN MICROSOFT OFFICE APPLICATIONS
- CUSTOMER RELATIONS
- BUSINESS PLANNING AND BUDGETING
- BASIC TAX KNOWLEDGE

### VITALS

Kittitas, WA 98934

Telephone

(509) 934-2261

Email

melodie@mpbookkeepingsolutions.com

## EXPERIENCE

### OWNER OF MP BOOKKEEPING SOLUTIONS, LLC

JANUARY 2018 – CURRENT

Perform 100% virtual bookkeeping duties. Perform monthly, quarterly, and yearly financial reporting to small and medium sized businesses. Duties include monthly reconciliation of business bank accounts, classification of business income and expenses, timely and accurate tax reporting and payment assistance, receipt management, and A/P and A/R management. Payroll is offered through a third party.

Perform 100% virtual individual and business tax preparation.

### TAX ASSOCIATE AT VALLEY TAX SERVICE

FEBRUARY 2017 - CURRENT

Perform basic customer service duties, prepare income taxes for individuals and businesses during peak tax season.

### THE CLYMER MUSEUM OF ART

OCTOBER 2016 – MAY 2017

Utilized Quickbooks Desktop to perform weekly bookkeeping duties, basic historical cleanup, and run a monthly payroll.

## EDUCATION

### COLORADO TECHNICAL UNIVERSITY ONLINE

Bachelor of Science (B.S.) in Accounting  
3.94 GPA, Magda Cum Laude

### CENTRAL WASHINGTON UNIVERSITY

January 2010 – May 2013

## ORGANIZATIONS

- Beta Alpha Psi  
Nu Epsilon Chapter
- Alpha Sigma Lambda  
Psi Delta Omega Chapter

## LEADERSHIP

### Grant Thornton Ethics Project Award

Initiated the Ethics project in association with Beta Alpha Psi, which earned the organization \$2500 in the 2012-2013 school year at Central Washington University