

# Priscilla Wolfe

Scottsdale, AZ | [www.bookkeepingbusinessonline.com](http://www.bookkeepingbusinessonline.com)

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## PROFESSIONAL SUMMARY

Highly skilled and results-driven accounting professional with extensive experience in full-cycle bookkeeping, financial analysis, and compliance across diverse industries. Expertise in managing complex financial operations, optimizing reporting accuracy, and ensuring compliance with GAAP, ASC, and IFRS standards. Proficient use of software and tools such as QuickBooks, Microsoft 365 and Excel, ADP, Paychex, Gusto, Ecommerce Apps, Salesforce, and Slack.

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## CORE COMPETENCIES

- Full-Cycle Accounting & Bookkeeping
  - General Ledger (GL) Reconciliation
  - Financial Reporting & Analysis
  - Cash Flow & Budget Forecasting
  - Accounts Payable (AP)
  - Accounts Receivable (AR)
  - Revenue Recognition
  - Payroll Processing & Compliance
  - Income Tax & Sales Tax Reporting
  - Client Relationship Management
  - Advanced QuickBooks (ProAdvisor)
  - Month End and Year End Close
  - Auditing and Review
  - Ecommerce Accounting
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## PROFESSIONAL EXPERIENCE

### Primary Accountant

*BookkeepingBusinessOnline.com* | Scottsdale, AZ | Current

- Conduct full-cycle accounting for multiple clients using both accrual and cash basis methods, ensuring accuracy in financial reporting and compliance with industry standards.
- Supervise sales tax, payroll, and 1099 processing, maintaining strict compliance with regulatory standards and meeting all deadlines, resulting in 100% on-time submissions and improved audit readiness.

### Advanced ProAdvisor Bookkeeper

*Intuit-QuickBooks Live* | Scottsdale, AZ | 2021 – 2023

- Managed financial data for over 40 clients by verifying general ledger entries and conducting regular reconciliations, maintaining a 98% accuracy rate across accounts.
- Guided month-end closing processes, preparing precise journal entries and detailed financial reports, supporting clear financial analysis and decision-making.
- Developed and delivered QuickBooks Online training sessions for team members, increasing efficiency in sales tax processing and accounts receivable workflows by 20%.

\*Employment gaps were a result of responsibilities related to caregiving for a parent.

### Accounting & Compliance Specialist

*DTR Corporation* | Cave Creek, AZ | 2006 – 2012

- Coordinated accounting functions for construction services by managing AP/AR processes and ensuring compliance with regulatory standards, resulting in improved accuracy and adherence to deadlines.
- Designed and implemented infection control and project management protocols, enhancing safety standards and ensuring compliance across all projects.

**Owner/Accountant**

*Carefree Signs and Graphics LLC (2004-2011)*

- Produced and delivered promotional signs for local businesses.
- Established vendor relationships and controlled inventory.
- Conducted full cycle bookkeeping activities to support operations.

**Accountant**

*GoRenter.com LLC | Phoenix, AZ | 2008 – 2009*

- Managed accounting operations for a property management firm, conducting budget analyses and ensuring compliance through Arizona Real Estate Department audits, which improved financial transparency and accuracy.
- Conducted monthly financial reconciliations and collaborated with property managers, streamlining processes, and increasing operational efficiency across accounts.

**Accountant**

*Audio Video Innovations | Scottsdale, AZ | 2003 – 2004*

- Completed account reconciliations, generated accurate financial statements, and managed payroll processing, ensuring precise and timely financial reporting.
- Worked closely with CPAs during year-end tax preparations, refining processes for streamlined financial compliance and reducing audit risks.

**Finance Manager / Lead Accountant**

*NCADD Phoenix | Phoenix, AZ | 2000 – 2003*

- Managed fund accounting for five non-profit operations, ensuring strict compliance with GAAP/FASB.
- Oversaw grant budgeting, donor reporting, and HIPAA compliance.

**Full-Cycle Bookkeeper**

*Independent Contractor | Maricopa County, AZ | 1996 – 2001*

- Provided bookkeeping for clients in diverse sectors, focusing on month-end closings, AP/AR, and payroll.
- Established QuickBooks Desktop systems, improving fiscal management for small and medium-sized businesses.

**Owner/Accountant**

*Nevada Sport Co | Gardnerville, NV | 1994 – 2001*

- Oversaw all financial operations, including forecasting, budgeting, payroll, sales tax, accounts receivable, accounts payable, cash flow analysis and credit planning.
- Established vendor controls to enhance inventory sourcing and procurement processes.

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**EDUCATION****Business Administration, Minor in Human and Community Science**

- Western Nevada Community College
- Northern Arizona University
- University of Nevada Reno
- Additional Licensing: Arizona School of Real Estate