

# PRISCILLA WOLFE

480-734-9786 · pjwpvaz@gmail.com · bookkeepingbusinessonline.com  
8390 E. Via De Ventura F110 Scottsdale, AZ 85258

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## PROFESSIONAL SUMMARY

Conscientious professional with extensive experience in managing the operations of both for-profit and non-profit organizations. Expertise includes financial preparation, reporting, and analysis; general ledger account reconciliation; accounts payable and receivable; and sales tax. Proven track record in enhancing fiscal efficiency, maximizing operational productivity, and initiating impactful directives. Comprehensive knowledge across various business processes including retail, wholesale distribution, law, e-commerce, property management, construction, real estate, hospitality, 501(c)(3) organizations, financial advisory, insurance brokerage, and transportation. Proficient in MS 365, Intuit QuickBooks Online and Desktop, Bill.com, Slack, ADP, and multiple payroll reconciliations. Certified Online Advanced Pro Advisor and Certified Payroll ProAdvisor.

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## STRENGTHS AND EXPERTISE

P&L Management	Financial Reporting	Team Leadership
Business Development	Negotiation Skills	Communication
Strategic Planning	Client Relationship Management	Operations Management

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## PROFESSIONAL EXPERIENCE

**BookkeepingBusinessOnline.com** **November 2022 to Current**  
**Independent Bookkeeping and Accounting**

Accomplishments:

- Full cycle bookkeeping and accounting for multiple entities, both modified accrual and cash basis.
- Sales tax, payroll, and 1099 processing.

**Senior ProAdvisor Bookkeeper** **January 2021 - November 2022**  
**Intuit-QuickBooks Live - Scottsdale, Arizona**

Accomplishments:

- Gathered, organized, and accurately entered customer financial data; managed time across 40 clients.
- Reviewed and researched automated information and customer data for general ledger accuracy.
- Reconciled balance sheet and e-commerce accounts.
- Conducted full cycle month-end close including month-end journal entries.
- Documented, scheduled, and communicated audit inquiries to clients as needed.
- Prepared and analyzed workpapers from the trial balance to financial reports.
- Supported internal and external audit processes as needed for financial reporting.
- Presented QuickBooks Online sales tax module and A/R workflow to the team.

**DTR Corporation** **(2006-2012)**  
**Construction Services and Wholesale Distribution**

Accomplishments:

- Managed sales processes for EasyDecon and Crystal Clean Remediation Formulation in assigned territories (AZ, CA, NV, NM).
- Provided online sales support and reconciliation.
- Complied with required financial reports and managed manufacturer's field assets.
- Oversaw remediation and infection control protocol standards and project management.

**GoRenter.com LLC**  
**Accountant**

**(2008-2009)**

Accomplishments:

- Managed operating accounts of a residential property management company.
- Handled A/P, A/R, budget chart of accounts; ensured financial statement accuracy.
- Complied with Arizona Department of Real Estate audits.
- Maintained regular interaction with property managers and corporate officers.
- Managed commission income distributions, payroll, and HR functions in collaboration with Paychex.

**Carefree Signs and Graphics LLC**  
**Owner**

**(2004-2011)**

Accomplishments:

- Created, produced, and delivered promotional signs and business materials for local businesses and ETSY ecommerce platform.
- Established vendor relationships and managed inventory control.
- Conducted full cycle bookkeeping.

**Audio Video Innovations**  
**Accountant**

**(2003-2004)**

Accomplishments:

- Managed accounts payable and receivable.
- Reconciled accounts to general ledger and subsidiary reports.
- Monitored financial statements and developed analysis reports.
- Managed payroll processing with ADP and prepared year-end tax documents for CPA.
- Coordinated month-end closings and prepared regular financial statements.

**NCADD Phoenix**  
**Accountant**

**(2000-2003)**

Accomplishments:

- Served as primary finance manager for this non-profit organization.
- Reported financial position to the Board of Directors and management team.
- Managed fund accounting for five different operations, adhering to GAAP and FASB principles.
- Handled fundraising, grantor, and donor fiscal activities.
- Maintained organizational budgets and reported compliance issues.
- Implemented policies, procedures, and staff training to ensure HIPAA compliance.

**Independent Contractor**  
**Full Cycle Bookkeeper**

**(1996-2001)**

Accomplishments:

- Established QuickBooks Desktop software for multiple entities.
- Performed all accounting functions for various small and medium-sized businesses.
- Coordinated month-end closings and prepared financial statements and reports.
- Managed accounts payable and receivable and assisted with annual tax preparation.
- Reconciled accounts to general ledger and subsidiary reports.
- Managed ADP payroll processing and tax preparation.
- Produced board meeting minutes for the town board of supervisors.

**Nevada Sports Company**  
**Owner**

**(1994-1999)**

Accomplishments:

- Managed startup and daily operations of a retail sporting goods store.
- Established physical property, negotiated lease agreements, and implemented merchandising plans.
- Managed all financial aspects including forecasting, budgeting, payroll, taxes, and cash flow analysis.
- Established vendor controls for inventory sourcing and procurement.
- Devised marketing plans to increase brand awareness.

**Tahoe Beach and Ski Club**  
**Executive Assistant**

**(1987-1990)**

Accomplishments:

- Performed front desk reservation operations, ensuring quality guest experience and customer service.
- Maintained desired levels of quality assurance ratings.
- Accountable for key control and security measures.
- Informed and trained associates on policies, practices, and procedures.
- Prepared work schedules and expedited forms and communications.
- Processed and understood required occupancy and operations reports.

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**EDUCATION**

**Northern Arizona University**

**Western Nevada Community College**

**University of Nevada, Reno**

**Arizona School of Real Estate**

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