

PRISCILLA WOLFE

Scottsdale, AZ | Open to Remote | 480-734-9786 | pjwpvaz@gmail.com

PROFESSIONAL SUMMARY

Full-charge bookkeeper with 30+ years of experience delivering full-cycle accounting for for-profit and non-profit organizations, including remote, multi-client caseloads of up to 40 accounts at once. QuickBooks Online Advanced ProAdvisor and QuickBooks Payroll Certified, with hands-on expertise in AP/AR, reconciliations, payroll, sales tax, 1099 filing, and GAAP-compliant month-end/year-end close. Comfortable working independently across cloud-based accounting systems and client portals, with a reputation for accuracy, clear reporting, and meeting deadlines in high-volume environments.

CORE COMPETENCIES

- Full-Cycle Bookkeeping (Cash & Accrual)
- General Ledger (GL) Management
- Accounts Payable & Receivable
- Bank & Balance Sheet Reconciliation
- Month-End & Year-End Close
- GAAP Compliance & Financial Reporting
- Audit Support & Documentation
- QuickBooks Online & Desktop (Advanced ProAdvisor)
- Multi-Client / Multi-Entity Accounting
- Remote / Cloud-Based Collaboration
- Payroll Processing (ADP, QuickBooks Payroll)
- Sales Tax & 1099 Filing
- Budgeting, Forecasting & Cash Flow
- Client Communication & Deadline Management

PROFESSIONAL EXPERIENCE

Lead Bookkeeper / Accountant

2023 – Present

BookkeepingBusinessOnline.com — Remote

- Manage full-cycle accounting for a multi-client portfolio on both cash and accrual basis, maintaining general ledger accuracy across entities.
- Process income tax, sales tax, payroll, and 1099 filings for all clients, meeting 100% of regulatory deadlines.
- Oversee accounts payable and receivable, ensuring on-time vendor payments and consistent client cash flow.
- Prepare GAAP-compliant financial statements and monthly reports that clients use directly for business decisions.
- Build and maintain budget templates, tracking actual spending against allocations to catch variances early.

Advanced ProAdvisor Bookkeeper

2021 – 2023

Intuit — QuickBooks Live (Remote)

- Delivered full-cycle bookkeeping and month-end close for a caseload of up to 40 clients simultaneously in a fully remote, cloud-based role.
- Reconciled balance sheet and e-commerce accounts, resolving GL discrepancies through detailed review of automated transaction feeds.
- Coordinated and documented audit inquiries between clients and internal teams, supporting both internal and external audits.
- Analyzed workpapers from trial balance through final financial statements for accuracy prior to client delivery.
- Presented QuickBooks Online sales tax module and A/R workflow to internal teams, improving process consistency across the group.

Accounting & Compliance Specialist

2006 – 2012

DTR Corporation — Construction Services & Wholesale Distribution

- Managed sales processing, reconciliation, and compliance reporting for a patented-product distributor operating across Arizona, California, Nevada, and New Mexico.
- Led remediation and infection-control protocol standards, coordinating project management across field teams.

Staff Accountant

2008 – 2009

GoRenter.com LLC

- Managed AP, AR, budgeting, and the chart of accounts for a residential property management company's operating account.
- Led an Arizona Department of Real Estate audit and ongoing compliance review, partnering with property managers and corporate officers.

- Administered commission income distributions, payroll, and core HR functions.

Owner / Accountant**2004 – 2011***Carefree Signs and Graphics LLC*

- Ran full-cycle bookkeeping for a small business producing promotional signage, from vendor relationships to inventory control.

Staff Accountant**2003 – 2004***Audio Video Innovations*

- Managed accounts payable and receivable, reconciling accounts to the general ledger and subsidiary reports each month.
- Processed payroll through ADP and prepared year-end tax documents for the company's CPA.
- Coordinated month-end close and prepared monthly balance sheet analysis and financial reporting packages.

Finance Manager / Lead Accountant**2000 – 2003***NCADD Phoenix (non-profit)*

- Served as primary finance manager for the Arizona affiliate, reporting financial position directly to the Board of Directors.
- Managed fund accounting across five program operations in compliance with GAAP and FASB standards.
- Oversaw fundraising, grantor, and donor fiscal activities, and reported budget compliance to the United Way of Arizona and the Maricopa Regional Behavioral Health Authority/Value Options.
- Implemented HIPAA-compliant policies, procedures, and staff training.

EARLIER CAREER

- Independent Contract Accountant, Full Cycle Bookkeeper (1996–2001) — Set up QuickBooks Desktop and managed full-cycle bookkeeping, AP/AR, and ADP payroll/tax prep for small and mid-sized clients across law, construction, engineering, property management, REIT, retail, and wholesale distribution.
- Owner/Accountant, Nevada Sports Company (1994–1999) — Owned full financial management (forecasting, budgeting, payroll, taxes, AP/AR, P&L, cash flow) for a retail sporting goods store from startup through operation.
- Executive Assistant, Tahoe Beach and Ski Club (1987–1990) — Managed front-desk reservations, PBX operations, and staff scheduling/training for the resort property.

CERTIFICATIONS

- QuickBooks Online Advanced ProAdvisor Certified
- QuickBooks Payroll Certified
- Financial Accounting Certified

EDUCATION

- Northern Arizona University
- University of Nevada, Reno
- Western Nevada Community College
- Real Estate Licensing Coursework — Arizona School of Real Estate