

Priscilla Wolfe

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Professional Summary

Accomplished professional with three decades of expertise in bookkeeping and accounting across both For-Profit and Non-Profit sectors. Skilled in managing full-cycle financial processes, delivering comprehensive financial reports, and ensuring GAAP compliance. Renowned for meticulous attention to detail, adeptly handling diverse client portfolios, and streamlining processes to enhance efficiency. Dedicated to providing precise financial insights and maintaining strict regulatory compliance in dynamic, high-pressure environments.

Core Competencies

- General Ledger (GL) Maintenance
- Balance Sheet and Profit & Loss Reconciliation
- Accounts Payable and Receivable Management
- Cash Flow Projections
- Income Tax, Sales Tax, and 1099 Processing
- Audit Support
- Effective Leadership
- Month End and Year End Close
- Contract Accounting
- GAAP Compliance
- Payroll Processing
- Auditing and Review
- Budget and Forecasting
- Business Management

Professional Experience

Lead Accountant

BookkeepingBusinessOnline.com (current)

- Manage full-cycle accounting for multiple clients on both accrual and cash basis
- Overseas income, sales tax, payroll, and 1099 with strict adherence to deadlines and regulatory standards
- Managed accounts payable and receivable functions, ensuring timely payments of invoices.
- Prepared accounting information, producing financial statements in accordance with accounting principles.
- Created budget templates and tracked expenses against budget allocations.

Advanced ProAdvisor Bookkeeper

Intuit-QuickBooks Live - Scottsdale, AZ (2021 to 2023)

- Efficiently managed financial data for 40 clients, ensuring accuracy.
- Reviewed and researched automated information for general ledger accuracy.
- Reconciled balance sheet and e-commerce accounts.
- Conducted full cycle month-end close, including journal entry.
- Documented, scheduled, and communicated audit inquiries to clients.
- Prepared and analyzed workpapers from trial balance to financial reports.
- Supported internal and external audit processes.
- Presented QuickBooks Online sales tax module and A/R workflow to the team.

Accounting and Compliance Specialist

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

- Distributed patented products in territories: Arizona, California, Nevada, and New Mexico.
- Managed sales processes, online sales support, and reconciliation.
- Ensured compliance with financial reports and requests.

- Led Remediation and Infection Control Protocol Standards of Operation and Project Management.

Staff Accountant

GoRenter.com LLC (2008-2009)

- Managed operating accounts of a residential property management company.
- Oversaw A/P, A/R, budget, and chart of accounts.
- Conducted Arizona Department of Real Estate audit and compliance.
- Collaborated with property managers and corporate officers.
- Handled commission income distributions, payroll, and HR functions.

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

Staff Accountant

Audio Video Innovations (2003-2004)

- Managed accounts payable and accounts receivable.
- Reconciled accounts to the general ledger and subsidiary reports.
- Monitored financial statements and developed reports based on analysis of results.
- Managed payroll processing with ADP and prepared year-end tax documents for CPA.
- Coordinated month-end closings, prepared a monthly analysis of all balance sheet accounts, and facilitated the preparation of regular financial statements and reports.

Finance Manager/Lead Accountant

NCADD PHOENIX (2000-2003)

- Served as the primary finance manager for this non-profit organization.
- Reported the financial position of the Arizona affiliate directly to the Board of Directors and management team.
- Responsible for fund accounting of five different operations, meeting all GAAP and FASB principles.
- Managed all fundraising, grantor, and donor fiscal activities.
- Maintained organizational budgets and reported on compliance and budget issues to the United Way of Arizona and the Maricopa Regional Behavioral Health Authority/Value Options.
- Implemented policies, procedures, and staff training to ensure compliance with the Health Insurance Portability and Accountability Act of 1996.

Independent Contract Accountant

Full Cycle Bookkeeper (1996-2001)

- Established QuickBooks Desktop software for multiple entities.
- Performed all accounting functions for small and medium-sized businesses in law, construction, engineering, contracting, property management, REIT, retail, and wholesale distribution industries.
- Coordinated month-end closings, prepared a monthly analysis of all balance sheet accounts, and facilitated the preparation of regular financial statements and reports.
- Managed accounts payable and accounts receivable and assisted with annual tax preparation.
- Reconciled accounts to the general ledger and subsidiary reports.
- Managed ADP payroll processing and tax preparation.
- Produced board meeting minutes on a flexible schedule for the town board of supervisors.
- Specialized in Analytical/Cost Accounting.

Owner/Accountant

Nevada Sports Company (1994-1999)

- Managed the startup and daily operations of this retail sporting goods store.
- Established the physical property, negotiated lease agreements, designed floor layouts, and implemented merchandising plans.
- Managed all financials, including forecasting, budgeting, payroll, taxes, accounts payable and receivable, profit and loss, cash flow analysis, and credit planning.
- Established vendor controls for inventory sourcing and procurement, including W9 collections.
- Monitored cashier and e-commerce transactions.
- Devised marketing plans effectively increase brand awareness.

Executive Assistant

Tahoe Beach and Ski Club (1987-1990)

- Performed front desk reservation operations, ensuring quality guest experience and customer service
- Accountable for proper key control and other security measures.
- Handled PBX operations for guest rooms, timeshare offices, and management staff.
- Informed associate in training on policies, practices, and procedures, and conducted performance reviews at the direction of the General Manager.
- Prepared work schedules and expedited forms and company communications at the direction of the General Manager.
- Processed and understood required occupancy and operations reports and monitored reports for inconsistencies.
- Adhered to all safety procedures and informed management of any hazardous conditions on the property.
- Performed night audit duties if required.
- Monitored reporting of housekeeping, engineering, and timeshare sales department activities.

Education:

- Western Nevada Community College
- Northern Arizona University
- University of Nevada Reno

Technical Education:

- Additional Licensing: Arizona School of Real Estate

Certifications:

- QuickBooks Advanced Certified
- QuickBooks Payroll Certified
- Financial Accounting Certified