

Kara Bickett

WORK HISTORY

Bookkeeper

Amy Corsetti CPA, LLC., Richmond, VA

- Assist with Quickbooks Online entries (accounts receivable and accounts payable)
- Process payroll in Quickbooks Online and Paychex Flex
- File federal and state payroll taxes monthly and quarterly
- Reconcile monthly bank statements.

Bookkeeper

Unity of Bon Air Church, Richmond, VA

- Manage financial systems (Accounts Payable and Accounts Receivable);
- Enter all transactions into ASC Technologies,
- Reconcile multiple bank accounts and credit card statements,
- Make weekly bank deposits,
- File federal and state monthly and quarterly payroll taxes,
- Process payroll bi-weekly, attend weekly meetings to review finances, attend monthly Finance Committee meetings.

Office Manager

Health In Syncs/USA Laser Biotech, Richmond, VA

- Office administration
- Opening
- Managed patient support; oversaw check-in and check-out of patients, managed new patient entry and follow-up, and scheduled patients appointments.
- Answered phones and emails, managed communications between doctor and patients, maintained office ambiance,
- Managed communication between renting contractors
- Ordered supplements, office supplies
- Assisted with advertising and screening of new hires
- Managed financial systems (Accounts Payable and Accounts Receivable)
- Entered all transactions into Quickbooks for three businesses
- Reconciled bank and credit card statements, paid bills, make weekly bank deposits, filed monthly VA state tax, processed international bank wires, conducted annual inventory for two business

Owner and Operator

Garden Designs, Richmond, VA

- Managed and maintained specialty retail garden shop:
- Managed customer service, special orders, and deliveries
- Performed inventory control and pricing
- Maintained all financial records
- Hired and managed sales associates
- Managed advertising and in-store displays

EDUCATION

Virginia Western Community College

- Associate Degree in Business Management
- Associate Degree in Merchandise Management
- Associate Degree in Banking and Finance