



Janet Nuñez-Mitra

Qualifications Summary

Seasoned accountant with diverse experience in multiple industries such as manufacturing, retail and service companies. Highly regarded for accuracy, resourcefulness, integrity and a commitment to excellence. Demonstrated ability of increasing productivity levels by streamlining the accounting process.

Core Expertise

GAAP Compliance • Fixed Asset/Depreciation Schedules • Insurance Programs Management • Employee Records Management • Payroll, Benefits & Retirement Administration • Accounts Receivable/Payable • Financial Statement Analysis • Tax & Audit Support • Cash Management & Reconciliation • Bank & Credit Reconciliation

Professional History

MERIT- nonprofit	Bookkeeper	2022 – Present
The ASP Team	Consultant	2016 – Present
Love Bottle	Bookkeeper	2015 – Present
Outside Design Builders	Bookkeeper	2015 – Present
Danny Messing Jeweler	Bookkeeper	2012 – Present
Rolates Pilates	Bookkeeper	2012 – Present
ChaiseFitness	Bookkeeper	2012 – Present
Humantific Design	Bookkeeper	2010 – Present

Accomplishments

- Established accounting processes to ensure effective and efficient operations in accordance with proper accounting policies and audits.
- Accomplished at gathering, analyzing and synthesizing financial data into written reports for analysis.
- Provide training for employees on basic accounting and bookkeeping for long term internal solutions for financial needs.
- Facilitate the year end process to ensure all 1099s, tax forms and financial documents are accurate and reconciled in a timely manner.

Education / License

- BS Legal Studies, John Jay College of Criminal Justice, Cum Laude

Software

- QuickBooks Online, Pro & Premier • Microsoft Excel, Word & Outlook • Fluent in Spanish