



Jennifer Deis

Qualifications Summary

Jennifer has over 7 years of bookkeeping experience, excelling as full-charge bookkeeper in the small business and non-profit sectors. Jennifer is particularly familiar with non-profit accounting along with the specific regulations and auditing processes as required by the IRS. Joy's work with nonprofits enables her to demonstrate her efficient, detail oriented approach to preparing for yearly audits, and innovative in problem solving and various ways of reconciling different sources of financial information.

Core Expertise

Non-profit bookkeeping • Full-charge bookkeeping • Monthly reporting • Payroll • W2 and 1099 preparation • General ledger accounting • Reconciliation • QuickBooks • Excel • Budgeting

Professional History

ASP	Consultant	2022 - Current
Alliance of Confessing Evangelicals	Full-charge bookkeeper	2019-Current
Hess's Barbecue Catering	Full-charge bookkeeper	2017-2018
Lydia Discipleship Ministries	Full-charge bookkeeper	2007-2009

Accomplishments

- Successfully navigated and submitted PPP Loan application, procuring over \$78,000
- Continually found ways to reconcile different balance sheet accounts on a monthly and quarterly basis, in particular finding a way to reconcile donor database with actual deposits, isolating problem areas that existed in the automatic communication between merchant service provider and donor database
- Successfully migrated in-office bookkeeper work-space to remote access in order to continue in the position from out of state due to a move. This included researching, contracting with, and implementing a remote desktop service so as to retain access to the books, and creating a detailed online filing system
- Demonstrated ability to assume complicated assignments without training due to unavailability of predecessors, while taking over accounting tasks from original 2-person team.
- Teamed up with local accountant to determine how to convert from Sage to QuickBooks which required creative modifications due to IRS-required classification rules for COAs

Education / Licenses

- Associate of Applied Science in Accounting

Software

- QuickBooks • Sage • Excel • Word • Google Workspace/G-Suite • Civi (donor database system)