

Julie Huffman

Qualifications Summary

Julie has over 20 years of experience in bookkeeping, human resources, office management, and legal assisting. She has developed extensive QuickBooks knowledge working with both startups and established companies across the technology and retail industries.

Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Bank and Credit Card Reconciliations • B&O Taxes • Sales & Use Taxes • 1099 Processing • Payroll Processing • Benefits Administration • Human Resources • Office Management • Facilities Management • Vendor & Contract Management

Professional History

Freelance Bookkeeper		2019
Accounting Principals, Inc.	Bookkeeper	2017 – 2018
Vulcan Inc.	Staff Accountant	2014 – 2017
ARO Inc.	Accountant	2009 – 2014
Lagotek Corp	Office Manager/Accounts Payable Specialist	2007 – 2008
CFO2GO	Bookkeeper/Accounting Services	2006 – 2008
Huffman's Furniture	Owner/Bookkeeper	2005 – 2006
Towne Furniture	Owner/Bookkeeper	1999 – 2005

Accomplishments

- Successfully started a retail furniture business, setting up all accounts with state and federal agencies, establishing and maintaining financial books using QuickBooks Desktop, and processing all payroll and related taxes.
- Smoothly and efficiently managed the shut-down of a tech company as it related to accounting, human resources, payroll, and benefits.

Education / Licenses

- Accounting Coursework, Lake Washington Institute of Technology
- AA – Legal Assisting, Cerritos College

Software

- QuickBooks Pro Online, QuickBooks Online Accountant, QuickBooks Pro 2020 Desktop, JD Edwards EnterpriseOne
- Peoplesoft, ADP Payroll, Paychex Payroll
- Concur
- Liquid Planner
- Microsoft Office Suite