



Misty T. Bell

Qualifications Summary

Highly motivated and proactive professional with a strong background in accounting and management. Demonstrated ability to efficiently identify, evaluate, and resolve complex accounting issues while providing exceptional support to personnel. Known for meticulous attention to detail and adeptness at multitasking in fast-paced, competitive, and small business settings. Proficient in developing and delivering accurate financial statements. Possesses advanced computer skills and extensive experience with various operating systems, applications, and programs.

Core Expertise

• Full Cycle Bookkeeping • Reconciliation • Financial Reports • Accounts Payable • Accounts Receivable • Payroll • Audits • Procedures/Training • Cloud Based Accounting

Professional History

ASP	Consultant	2023 - Current
MT Bookkeeping	Owner/Bookkeeper	2018 - Current
Alpha Recovery Corp	Bookkeeping Manager	2015 - 2022
Platte River Industries	Accounting Manager	2004 - 2010

Accomplishments

- Created balancing procedures for a company with 18 different checking accounts that had daily activity which included transfers between each of the accounts.
- Helped a cash struggling non-profit organization gain financial stability by accounting for their cash, implementing fundraising, and eliminating theft.
- Implemented a collections policy and procedure for a small company whose outstanding receivables balance was extremely high.

Education / Licenses

- Associate degree in Business Management, Community College of Aurora, CO
- Classes in Business Management, Regis University, CO
- Certified Public Notary, State of Colorado

Software

- QuickBooks Desktop • QuickBooks Online • FreshBooks • Microsoft Office Suite • Google Suite • ADP • Gusto