

Gwen Marino Crockford
Crockfords@Earthlink.net

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Dayton, Ohio 45439

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Objective An entry-level to mid-level bookkeeping position.

Professional and Technical Qualifications

- Eight years accounting experience, six years tax preparation experience
- Database experience in AS400 and Microsoft Access
- Basic Accounting, Bookkeeping, Data Entry, Accounts Payable, General Ledger
- General office functions, recruiting, proofreading, quality control
- Microsoft Office software: Word, Excel, PowerPoint, and Access
- Other software: QuickBooks, Creative Solutions, Outlook, CCIS, and Lotus 1-2-3
- Windows and Macintosh computing environments

Education

Sinclair Community College, Dayton, Ohio

Associate of Applied Science Degree in **Accounting**, in progress

- Coursework includes: Payroll, Fed Tax I, Fed Tax II, Computerized Accounting, Intermediate Accounting II, Cost Accounting I & II, Payroll, Computerized Tax Preparation, Computerized Bookkeeping (QuickBooks), Federal Taxation I, Auditing, Peachtree, and Intermediate Accounting I, Business Law, Business management, Computers, Organizational Behavior, Economics (5 classes away from graduation)

Oakland University, Rochester, Michigan
Bachelor of Arts in Psychology

Experience

Bookkeeper Southwest Ohio Northern Kentucky Association of the United Church of Christ (SONKA) Centerville, OH 8/06-11/08

- Full charge accounting and bookkeeping.
- Accounts Payable and Receivable duties. Prepare checks; communicate with vendors over invoice discrepancies; report to committee chairs; analyze remittance sheets.
- Prepared weekly deposits; keep spreadsheets of the deposits & money received; balance checkbook.
- Assisted visitors with the office equipment and software. Ordered and maintained supplies.
- Straightened up multi-year blended accounts payable files; and changed frequency of deposits from monthly to weekly.
- As of Sept 2007 also the primary office assistant.

Tax Professional VI H & R Block, Dayton, Ohio, Tax Seasons 2001-2007

- Prepared federal, state, and local tax returns. Give advice on tax shelters and recommendations on how to achieve individual financial goals.
- Prepared nightly bank deposit and close out sheets.
- Referred clients to H & R Block Mortgage & Financial divisions.

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Administrative Assistant Manpower Personnel, Inc, Vandalia, Ohio 2001-2006

- Fill in accounting assistant at The Children's Group. December-February.
- Collect financial information from 15 different sources, massage data, and then collate into 20 different spreadsheets. Accounts Payable, receptionist, and other duties as assigned.

Accounting Clerk Warren Holm, CPA LLC, Sharonville, Ohio Tax Season 2002

- Write up and data entry of monthly client bookkeeping—payroll, checks, journal entries, general ledger, and financial statements, as well as copying and filing when needed.

Accounts Payable/Receivable Imperial Adhesives, Materials Department Cincinnati, Ohio. 2001-2002

- Contract position through Adecco. Brought in for a 4 to 6 week assignment, kept for 5 months due to outstanding performance.
- Processing purchase orders, matching up invoices to purchase orders, research, filing, and processing material transfer sheets.
- Created and updated spreadsheets for Materials Manager. Adjusted general ledger inventory records to reflect physical vs. book value. Gathered and filed certificates of analysis.