

# Judy C. Keith-Wynn CB

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## ACCOUNTANT - CERTIFIED BOOKKEEPER

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### STATEMENT OF QUALIFICATIONS

- **Quick Books** certified, diamond professional advisor & trainer
- Proven cost savings and increased profitability through expert analysis with detailed records and reporting.
- Providing more than 15 years of business accounting and bookkeeping services.
- Certified Bookkeeper American Institute of Professional Bookkeepers.
- AA Computer Operations & Business Management.

#### ACCOUNTING

- AR / AP
- Payroll / W2 & 1099
- Sales Tax
- Bank Reconciliation
- P&L / Balance Sheet
- Fixed Assets
- Forensic Accounting

#### SOFTWARE

- QuickBooks, ProAdvisor
- Excel
- MS Word, Certified
- MS Project
- Database Management
- Pro Series / Tax Pro
- Peachtree

#### ADMINISTRATIVE

- 10 Key BT
- Type 55wpm
- email / Internet
- Switchboard
- HR / Benefits
- Contracts
- Collections

### PROFESSIONAL EXPERIENCE & ACHIEVEMENTS

The following is sampling of the services and accomplishments I will provide:

#### Richard Steele Boxing Club, North Las Vegas, NV

Provide full charge bookkeeping for this 501C3. Responsible for providing monthly grant reporting for several local, state & federal grants.

#### Gold Club Homes, Inc., Las Vegas, NV

Setup QuickBooks and accurately maintain all accounting records for over 200 properties at this property management company. Responsible for all payroll tax reports & filings, Board of Realtors annual reports and year end 1099 reporting.

#### Silver State Educators Insurance. Las Vegas, NV & Joshua Tree Insurance, Kingman, AZ

Full charge bookkeeping and payroll for both locations, including Simple IRA and compliance reporting.