

Latisha Karasiewicz

Full Charge Bookkeeper

Profile

Detail-oriented Full Charge Bookkeeper with 5 years of experience in managing end-to-end accounting processes, including accounts payable and receivable, payroll, and financial reporting. Proficient in QuickBooks and Excel, with a strong track record of improving efficiency and accuracy in financial record-keeping. Excellent problem-solving and communication skills, adept at working with cross-functional teams, and committed to maintaining the highest level of financial integrity for businesses.

Employment History

Full Charge Bookkeeper at Muret CPA PLLC, OK

Apr 2023 - Present

- Successfully managed a diverse portfolio of over 50 clients, ensuring accurate financial reporting and timely completion of month-end reconciliations, resulting in a 98% client satisfaction rating.
- Streamlined the accounts payable and receivable processes for Muret CPA PLLC, leading to a 20% reduction in overdue payments and a 15% increase in timely invoice collection within the first year.
- Implemented a new accounting software system, which increased efficiency by 25% and reduced data entry errors by 30%, ultimately leading to more accurate financial statements and improved decision-making for clients.

Assistant Full Charge Bookkeeper at Oklahoma Bookkeeping Solutions, OK

Sep 2018 - Feb 2023

- Successfully managed the financial records of over 50 clients, ensuring timely and accurate reporting and compliance with all state and federal regulations.
- Streamlined bookkeeping processes by implementing new accounting software, resulting in a 25% reduction in errors and a 15% increase in overall efficiency.
- Assisted in the recovery of \$200,000 in outstanding accounts receivable for clients, improving cash flow and reducing the need for external financing.
- Provided comprehensive training to a team of 10 junior bookkeepers, improving their skills and contributing to a 20% increase in team productivity.

Certificates

Certified Bookkeeper (CB) from the American Institute of Professional Bookkeepers

Dec 2021

✉ latisha.karasiewicz@gmail.com

☎ (710) 675-8309

📍 123 Oak Street, Tulsa, OK 74101

Education

Associate of Applied Science in Accounting at Oklahoma City Community College, Oklahoma City, OK

Sep 2014 - May 2018

Relevant Coursework: Financial Accounting, Managerial Accounting, Taxation, Auditing, Business Law, Cost Accounting, and Accounting Information Systems.

Links

[linkedin.com/in/latishakarasiewicz](https://www.linkedin.com/in/latishakarasiewicz)

Skills

QuickBooks

Excel

Payroll

Reconciliation

Financial Reporting

Accounts Receivable

Accounts Payable

Languages

English

Hindi

Hobbies