

Deborah Cooper, EA

Part-Time Accountant

deb.cooper@cox.net

Summary

Detail-oriented and organized Senior Accountant/Enrolled Agent available using QuickBooks Desktop or QuickBooks Online. Experience with accounting, payroll and taxes.

Experience

Part-Time Accountant at Available Independent Contractor looking for new job opportunities

January 2015 - Present (5 months)

Available for accounting, payroll and taxes using QuickBooks Online or QuickBooks Desktop.

E-Commerce Accountant at Red Rags, LLC

September 2007 - December 2014 (7 years 4 months)

Wrote some basic web design in HTML. Responsible for internet advertising using keyword searches, marketing including SEO, sales, product photos, customer service and distribution. Produced content for social networking pages such as Facebook, Google +, Twitter and Pinterest.

Part-Time Staff Accountant at Nutrition Express

May 2011 - May 2012 (1 year 1 month)

Assisted in the daily functions of the corporate accounting department for two corporate entities. Primary duties include cash receipt, deposit reconciliation for daily sales of Lindberg nutrition stores, sales tax reporting and redemption of manufacturer's coupons.

Part-Time Accounts Payable at Roanoke Group

June 2010 - December 2010 (7 months)

Entered and paid bills. Maintained vendor bill files. Recorded deposits and transfers between accounts. Downloaded and verified business owner's personal bank and credit card accounts. Reconciled various personal and business bank and credit card accounts. Prepared personal and business tax summary reports.

Cost Accountant at Stewart Filmscreen

March 2006 - March 2008 (2 years 1 month)

Imported, computed and recounted sales order and shipment formulas into Excel report templates. Administered the preparation and departmental breakdown of the financial statements Oversaw departmental quarterly budgets using Prophix software. Examined, decided and executed the cost of goods sold reporting for Syteline software.

I recommendation available upon request

Project Accountant at Wesco Companies

February 2005 - March 2006 (1 year 2 months)

Managed the preparation and analysis of cost reports and costing audits. Supervised AP clerk. Analyzed, determined, and implemented various cost accounting procedures and methods. Evaluated cost record discrepancies to ensure cost data is correctly allocated.

Accountant/Office Manager at Monterey Graphics, Inc.

June 2003 - February 2005 (1 year 9 months)

Managed accounts payable and accounts receivable. Processed checks and calculated sales tax. Calculated weekly payroll and commissions for 11 employees using Wells Fargo Online Payroll. Reconciled checking account and 10 credit card accounts. Prepared journal entries for closing. Recorded and printed customer invoices. Applied sales receipts and coordinated bank deposits.

Staff Accountant at Sun Chlorella USA Corp.

February 2002 - August 2002 (7 months)

Managed accounts payable. Processed checks and calculated sales tax. Reconciled 10 checking & savings accounts. Prepared journal entries for closing.

Assistant Controller at Thomas Gregor Associates

February 2000 - July 2001 (1 year 6 months)

Prepared journal entries and job cost accounting using Sage BusinessWorks. Supervised AP clerk. Provided assistance to the Controller in support of month-end closing and financial statement preparation. Managed accounts receivable. Printed weekly accounts payable checks. Reconciled general ledger accounts and 2 bank statements. Calculated payroll for 30 employees.

Tax Analyst at Wolters Kluwer, CCH

July 1998 - January 2000 (1 year 7 months)

Responsible for designing, developing and testing software for use by CPA firms and corporations. Versed in tax law and used electronic research tools. Utilized and applied knowledge of tax law and tax filing processes to define, analyze, design, maintain, implement, and enhance products inside ProSystem fx. Provided occasional customer assistance during peak filing seasons.

Tax Technical Support Representative at Wolters Kluwer, CCH

October 1993 - July 1998 (4 years 10 months)

Provided support to internal and external customers by phone. Responsible for addressing complex inquiries by researching technical publications and product guides to assist with content and system related questions. Developed strong product knowledge in order to correlate customer inquiries to CCH products and solutions.
2 recommendations available upon request

Accounts Receivable at Crowne Plaza® Hotels & Resorts

August 1992 - October 1993 (1 year 3 months)

Responsible for processing billing for hotel guests and functions. Responded to guest and associate concerns in a friendly and positive manner.

Education

California State University-Dominguez Hills

Bachelor of Science, Business Administration Accounting, 1988 - 1991

Marymount California University

Associate of Arts, Accounting, 1986 - 1988

1 recommendation available upon request

Certifications

Community Emergency Response Team (CERT) Training Program

County of Los Angeles Fire Department License June 1, 2013 June 2013

Enrolled Agent

Internal Revenue Service License 115382 September 2014

Affordable Care Act

Spidell Publishing, Inc. License 115382 December 2014

Circular 230: An Ethics Course for EAs (2014/2015)

Spidell Publishing, Inc. License 115382 March 2015

Skills & Expertise

Accounting

Accounts Receivable

Account Reconciliation

Accounts Payable

Adjusting journal entries

Auditing

Bank Reconciliation

Budgets

CCH ProSystem fx

Cost Accounting

Corporate Tax

Financial Analysis

Financial Statements

Financial statement preparation

Financial Reporting

General Ledger

Finance

Income Tax

Intuit Quicken

Intuit TurboTax

Inventory

Journal Entries
MS Excel
Payroll
Property tax
Sales tax returns
QuickBooks
Tax Preparation
Individual tax returns
Partnership Tax Returns
Corporate tax returns
Microsoft Excel
Tax Returns
Management
Microsoft Office
Tax
Analysis
Sales Tax
Internal Audit
Financial Accounting
Tax Accounting
Bookkeeping
Internal Controls
Invoicing
Customer Service
GAAP
Small Business
Financial Planning
Quickbooks Online

Honors and Awards

Going the Distance without Resistance

Holiday Inn Crowne Plaza

October 1993

The accounting is in excellent condition.

Quoted in article "Living in a Wired World"

CCH Today, Volume 4, Issue 4, page 3

April 1999

"My personal best tip is, at home, I use my personal computer for everything (correspondence, finances, home inventory, address book) to save time and storage space."

Excellence in Action

CCH Inc.

June 1999

For assisting with tax technical telephone support during the Individual filing season. The Excellence in Action Program recognizes employees who exemplify the values we believe are important to the success of CCH.

Languages

English

(Native or bilingual proficiency)

Interests

Personal Finance, Family Office, Investment Management, Tax Planning

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4 people have recommended Deborah

"Deborah is a very detail-oriented accountant and was an excellent asset and coworker at Stewart. If I ever had an accounting question, she was quick to help out and she consistently performed at the highest levels."

— **Vijita U.G.**, worked with Deborah

"I worked with Deborah years ago at CCH. We were part of Technical Support team. Deborah was very competent and a pleasure to work with. I heard from many callers they were pleased with her help and some asked to talk directly to her. Her technical skills were completely up to date."

— **Stan Pollock**, worked directly with Deborah

"Deborah's work performance superseded the entire accounting profession. She is the best."

— **Sabry Fahmy**, *CCH Computax, Torrance*, worked directly with Deborah at CCH, a part of Wolters Kluwer

"Deborah is motivated, conscientious, detail-oriented and organized. She is productive and exhibits time management skills. She works harmoniously with her colleagues and is conscience of the well being of others. She demonstrates patience, maturity, and composure when dealing with co-workers and clients alike. Her qualifications and work experience can be applied to any accounting position. Deborah is goal oriented and plans to continue learning and eventually taking her CPA exam."

— **Benita Campbell**, advised Deborah

[Contact Deborah on LinkedIn](#)