

Kelli Timmerman

Hard-working professional looking for a long-term position with a local company. I have 15 years of experience in accounting and bookkeeping in various industries, including nine years with municipal water/wastewater departments.

EXPERIENCE

ACCOUNTING SPECIALIST

KJZT Family Life, Austin, TX — *Mar 2022-present*

Butler Weldments, Cameron, TX — *Sept 2013-Mar 2022*

- Prepare weekly payroll for 60+ employees, including tax payments and filings
- Reconcile up to 7 bank accounts monthly
- Manage Accounts Payable
- Manage Accounts Receivable
- Prepare quarterly reports for Board of Directors

BOOKKEEPER (part-time)

Caffey Corner — *Aug 2021-present*

Real Estate by Kathryne, LLC — *Jun 2021-present*

Brett's Backyard BBQ, — *Oct 2018-present*

- Prepare weekly payroll for small businesses, including tax payments and filings
- Data entry for daily transactions in QuickBooks
- Prepare reports for tax purposes for CPAs

WATER/WASTEWATER LINE MAINTENANCE ADMIN

City of Round Rock, Round Rock, TX — *2007-2013*

City of Rockdale, Rockdale, TX — *2004-2007*

- Process monthly billing statements for customers
- Provided customer support by answering phone calls and worked to resolve issues with customers
- Dispatched city employees to job sites
- Prepared monthly reports for city manager

SKILLS

Proficient in Quickbooks - 15 years of experience with QB online and desktop

Proficient with Microsoft Word, Excel, Outlook

Detail-oriented

Self-motivated

Strong Customer Service Skills

EDUCATION

Blinn College and Temple College —

1991-1992

Completed 45 hours of coursework

Rockdale High School, Rockdale, TX — *1991*

REFERENCES

Ward Roddam

Cassie Caffey

Sharon Parker