



Tracy Akins

Qualifications Summary

Tracy is a finance professional and bookkeeping company owner, with over 20 years of experience in accounting and administrative services. She has extensive knowledge of full cycle bookkeeping processes and office management procedures. Tracy has worked in the Finance, Home Services, Manufacturing, Transportation (Freight Forwarding), and Nonprofit industries. She focuses on a business's success by establishing efficient systems and procedures for her clients, as well as building strong customer relations.

Core Expertise

• Payroll • AP • AR • Bank Reconciliations • Paypal & Credit Cards • Quarterly & Annual Payroll Tax Reporting • 1099's • Non-Profits • Benefits Administration • Human Resources • General Ledger • Journal Entries • Prevailing Wage • Month & Year End Closing

Professional History

CAP Concrete Coatings	Full Charge Bookkeeper	2024 - Current
ASP	Consultant	2023 - Current
Montavilla Baptist Church	Full Charge Bookkeeper	2023 - Current
World Address, LLC	Full Charge Bookkeeper	2015 - 2023
Flawless Keeping, LLC	Payroll, Accounts Payable	2015 - Current
German American Society	Full Charge Bookkeeper	2013 - 2014

Accomplishments

- Implemented an in-house payroll system for over 100 employees, evaluated their processes, and reconciled all vendor discrepancies for the previous year.
- Processed occupancy and transient taxes for several properties.
- Oversaw all accounting processes for two merging companies.
- Fixed errors within payroll that saved company \$12k in one year.
- Audited freight carriers and saved company \$5k in one year.

Education / Licenses

- Public Notary License, Oregon - In-Progress

Software

- QuickBooks Online & QuickBooks Desktop • Microsoft Office Applications • Google Sheets • ADP • Paychex Platform • Peachtree • AccountMate • MYOB • Timeslips • Checkmate