



Janette Roberts

Qualifications Summary

Self-motivated professional committed to integrity, reliability, accuracy, and continuous professional development. Empathetic listener who can foster relationships which emphasize respect and results. Skilled accounting and operations leader with diverse experience as a small business owner, consultant, and full-charge bookkeeper.

Core Expertise

Accounting System Setup • AP/AR • Financial Statement Reporting • Account Reconciliations • Budgets • Audit Experience • Payroll & Payroll Taxes • Tax Filings • Human Resource Management • Cash Management • Systems Implementation & Training • Journal Entries • GAAP • Staff Mentoring

Professional History

ASP	Consultant	2018 - Present
Roberts Bookkeeping Services, Inc.	Bookkeeper	2014 - Present
The New Oxford School	ESL Instructor	2009 - 2013
artEAST	Full-Charge Bookkeeper	2006 - 2008
Windermere Real Estate	Associate Broker	1999 - 2005
Human Resource Novations	Human Resources Consultant	1994 - 1998

Accomplishments

- Responsible for providing timely, cost-effective accounting and bookkeeping services for clients including: financial reports preparation, annual budgets, annual audits, payroll and payroll taxes, state tax filings, A/R, A/P, account reconciliations, journal entries, quarterly and annual filings.
- Successfully conducted QuickBooks training and consulting, in addition to special systems projects, for various clients.
- Responsible for all accounting needs of a local non-profit organization.
- As a HR Consultant, provided client services on a project, retainer or leased employee basis which resulted in streamlined workflows, employee retention, and increased company profitability. Counseled supervisors on employment law compliance and proactive risk management.

Education / Licenses / Memberships

- Bachelor of Science – Accounting, Colorado State University
- QuickBooks ProAdvisor
- American Institute of Professional Bookkeepers
- Professional in Human Resources (PHR)

Software

QuickBooks • Microsoft Excel, Word, Access & Outlook • Gusto Payroll • Paychex • ADP • Expensify • AP Concur • Stripe