

Nichole Werner

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EDUCATION & CERTIFICATIONS

Concordia University
Bachelor of Science, Business, Minor Accounting 3.68 CumLaude

Portland, OR
May 2010

EXPERIENCE

Palazzo & Company

Business Accountant

Full Cycle Bookkeeping, General Ledger accounting, Payroll, Audit, Financial Reporting

Sales tax, 1099s, W2s, Ad-Hoc projects, COVID-19 reporting, PPP Loan prep and forgiveness calculations

Gulfport, MS
Oct 2019-Current

DNA Underground LLC

Company Accountant

Full Cycle Bookkeeping, General Ledger accounting, Payroll (ADP & QBD)

Gulfport, MS
Mar 2019-Oct 2019

Express Employment Professionals

Accounting Contract Work

Gulfport, MS
Feb 2019-Aug 2019

Ziba Design

Senior Accountant

Full cycle Accounts Receivable, Contract Management, Project/Job Costing calculations
Full cycle Accounts Payable, 1099s, prepared & reviewed general ledger entries, check runs
General Ledger accounting and ad hoc projects involving financial data analysis
Designed, calculated, and tracked monthly deferred revenue and customized commission process
Review & Prepare Balance sheet and Income statement account reconciliations
Ongoing audit to check accuracy of data and adherence of ERP system to GAAP
Implemented and assisted in design/code structure of new software
Created/compiled Instruction Manuals for AP and AR processes for software
Calculated annual predetermined overhead rates

Portland, OR
Jan 2015 - Jan 2019

Orchard View Farms Inc.

Accountant- Consultant/Contractor

Variety of accounting functions, Full cycle bookkeeping, Fixed Asset Management

The Dalles, OR
Winter 2014

CompView Inc.

Accounts Payable Accountant

Full cycle A/P, set up vendors, GL coding, invoicing, check runs, manage vendor relations, mitigate discrepancies, maintain records, MAS90, 1099s

Beaverton, OR
2010 – 2014

REsys Inc.

Office Manager

Orchestrated overall accounting operations and responsibilities. A/P, A/R, Shipping, Receiving, 1099s. Prepared month/yearly financials. Managed full payroll cycle, W-2s, employee records. Reconciled accounts. Streamlined accounting and billing. Performed year-end adjustments and journal entries. Facilitated preparation of annual taxes prep for CPA firm. Implemented inventory system. Created Bills of Materials for each customized equipment. Designed Instruction Manuals for all aspects of office management

Portland, OR
2003 – 2007

Various Small Business

Full Charge Bookkeeper

Full Cycle Bookkeeping, consulting and general office management

Portland, OR
2001 - 2019

TAX PARAPROFESSIONAL

Various Tax Seasons

Judy Vivier CPA, Botainni, Gallucci & O'Hanlon, P.C., Integrity First CPA

Processed & prepared taxes and year end adjustments, filed extensions, A/P, A/R, Payroll for several small businesses, created useable QB files for CPA use

SOFTWARE

Deltek Vision & VantagePoint, MS Dynamics, QuickBase, MAS90, QuickBooks desktop/Online: all versions, Quicken, FreshBooks, Famous, Microsoft Office (Word, Excel, PowerPoint, Outlook, Access, Money) PC and Mac, DBA Manufacturing software, Lotus Notes, 10,000Ft, Pipedrive, Lacerte