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Objective: Full-service bookkeeping position as an independent contractor, consultant or staff member

Summary of Qualifications:

- ◆ Over 9 years bookkeeping experience, including work with both corporate and nonprofit organizations and on both PC and Mac platforms
- ◆ Proficient at both Quickbooks Online and QB Desktop applications (QBO Pro Advisor certificated)
- ◆ Detail-oriented with a focus on providing comprehensive financial reporting to help you meet the goals of your household, business, or nonprofit organization
- ◆ Ability to trouble-shoot, problem solve, and make recommendations when applicable
- ◆ Excellent oral and written communication skills, as well as organizational, time management and planning skills
- ◆ Great team player and consistently maintains a can-do and positive attitude

Work Experience:

Freelance

Greater Los Angeles, CA

Bookkeeping

06/14-Present

- ◆ Inputs all transactions by either manual entry or bank feeds
- ◆ Carefully codes all transactions to the correct accounts
- ◆ Reconciles all bank accounts
- ◆ Maintains Accounts Receivables and Payables tracking and follow-up
- ◆ Runs and formats financial reports for easy viewing and comprehension
- ◆ Provides information and reports to CPAs for completion of tax returns and annual and quarterly payments when applicable
- ◆ Performs all payroll specialist duties including W-2/W-3 and 1099/1096 filings
- ◆ Maintains bookkeeping-related filing systems
- ◆ Assists with merchandise inventory tracking
- ◆ Performs all other bookkeeping duties and special needs as required

Full-Circle Learning

Topanga, CA

Operations Director/Executive Assistant/Development Assistant/Bookkeeper

05/09-06/14

- ◆ Provided bookkeeping services including data entry and account coding, account reconciliations, made all bank deposits and logged accordingly
- ◆ Prepared all financial reports and worked with the accountants on the annual nonprofit tax return by researching and answering any questions for the accountants to be able to effectively and efficiently prepare the return; prepared 1099s for independent contractors
- ◆ Worked with an independent accounting firm on the organizations' first Accountant Review which was highly successful
- ◆ Maintained and tracked curriculum inventory for the programs, provided copy-editing services for curriculum updates and promotional materials, coordinated with the graphic designer and publishing houses on same
- ◆ Administered payroll and resolved staffing-related needs and matters
- ◆ Prepared donation appeal mailings and coordinated fundraising events; acted as donor liaison, including sending acknowledgement letters and maintenance of database

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- ◆ Prepared budgets and reports for grant application submissions and for grant reporting requirements of successful grants
- ◆ Coordinated both local and international programs by acting as the liaison for the teachers, teacher trainers, volunteers and program funders
- ◆ Prepared and distributed board meeting materials, creation of board meeting minutes and maintenance of all related materials
- ◆ Ensured the efficiency of general and administrative logistics, including office organization, accounts payable, composing and sending of letters and packages, ensuring proper insurance coverage and implementation of risk management policies and procedures

Dawn M. Yurkovic and Alexaccounts Bookkeeping

Topanga and Malibu, CA

Freelance Apprentice Bookkeeper

03/08-05/09

- ◆ Assisted with data entry and account coding
- ◆ Assisted with Accounts Payables and Accounts Receivable
- ◆ Prepared account reconciliations and prepared reports

Mountains Restoration Trust (MRT)

Calabasas, CA

Executive Assistant/Development Assistant

10/03-03/08

- ◆ Performed front office duties such as answering phones, incoming/outgoing mail distribution, general office coordination, inventory/purchase of supplies, improved and maintained agency filing system and assisted with all facets of the operations of the organization as needed
- ◆ Worked with insurance broker to maintain proper insurance coverage and implementation of risk management policies and procedures
- ◆ Supervised paid office assistant and volunteers including coordinating volunteer activities and events with the neighboring Calabasas High School's Earth Club
- ◆ Prepared and distributed board meeting materials, including board meeting minutes and maintenance of all related materials
- ◆ Coordinated the year end general fund campaigns and production of agency newsletter, including copy and content editing, review and approval of lay-out and design and coordination of printing and mailing
- ◆ Conducted periodic membership campaign mailings and maintained contact with event participants, issued permits to visit agency-owned preserve, and promoted membership
- ◆ Coordinated native plant and wildlife habitat restoration days and group-led hikes
- ◆ Consolidated databases into one donor database in a comprehensible and user-friendly format
- ◆ Updated and maintained database for mailings and tracking of donor giving history, acted as liaison for donors and created gift giving reports for internal use
- ◆ Coordinated and promoted fundraising and environmental awareness events including the Stream to Sea environmental workshop day, art shows, and donor appreciation events

Education:

- ◆ Glendale Community College (Accounting)
- *Received State-certified accounting/bookkeeping certification*
- ◆ Pierce College (Accounting)
- ◆ Humboldt State University (general education/music)
- ◆ Los Angeles City College (general education/music)