

Ruth Scott

Ruth@RuthScottSolutions.com

www.RuthScottSolutions.com

<https://www.linkedin.com/in/ruth-scott/>

Certifications

- Certified QuickBooks Online Pro Advisor, 2021, Intuit QuickBooks
- Certified Advisor and Partner, 2021 Xero
- Gusto People Advisor, Hubdoc and Bill.com Certified
- Bookkeeper Certification, 2020, National Bookkeeper's Association
- QuickBooks Online Certification, 2020, National Bookkeeper's Association
- QuickBooks Desktop Certification, 2014, National Bookkeeper's Association

Experience

Owner, Ruth Scott Solutions

August 2020-Present

Virtual Bookkeeper and Spreadsheet Developer.

- Uses QuickBooks Online Accountant to track sales, expenses, and clients. Utilizes Google Workspace to communicate with clients, secure documents, and assign tasks.
- QBO and QuickBooks Desktop Subcontractor, with multiple clients using Client Hub, Uncat, Sync, Zoom, Slack, Loom, and Clockify.
- Performs bank and credit card reconciliation, general journal entries, financial statements, integrating apps such as Square PayPal, and Dubsado, among other routine bookkeeping tasks.
- Developed bookkeeping spreadsheet system for Amazon and Etsy seller that used .csv files from platforms and Mint to drive integrated Google Sheets that tracks sales, inventory, returns to produce platform-specific and total Profit and Loss Statements. Migrated system to Xero. Used spreadsheets to create Bills for fees, calculate correct sales data for Invoices, and track cost of goods sold.
- Uses QBO sync for Shopify store. Created spreadsheet system to update inventory, sales data, product and profit analysis, and cost of goods sold. Creates financial statements and uses spreadsheets for long-term analysis.
- Utilized Wave's invoices, expense tracking, and bank feed functions for simple client.
- Created and maintains WordPress website and Facebook Business Page

Owner, Reselling Solutions

April 2019-Present

Pre-made and Custom Spreadsheet Etsy Shop

- Uses QuickBooks Desktop Pro 2021 to track sales, expenses, and product tracking. Employs QuickBooks reports to create Excel spreadsheets for analyzing sales trends. Performs quarterly sales tax returns.
- Answers customers' questions regarding their business and how to utilize products to maximize their business's efficiency. Assists customers in determining the best product to fit their requirements. Works with customers to design and develop spreadsheets to suit their business's individual needs.
- With a customer retention rate of 20%, establishes ongoing relationships to upgrade and maintain customer spreadsheets as their businesses grow.

Bookkeeper/Office Manager, Conditioned Air & Power

June 2015 to November 2016 and September 2017 to February 2019

- Developed an effective and accurate way to apply QuickBooks Desktop Pro reports by setting up accounts, sub-accounts, and items to track different types of revenue and expenses.
- Processed Accounts Payable, Accounts Receivable, and monthly sales tax returns.
- Utilized QuickBooks to maintain appropriate levels of inventory by analyzing sales data and setting reorder points.
- Prepared financial reports by collecting, analyzing, and summarizing account information by employing both QuickBooks and Excel.
- Created and updated reports of complex sales, commissions, client lists, and service contracts using Excel spreadsheets.

Education

Bachelors in Business Administration with a Concentration in Accounting, Strayer University
2015-2020

Associate of Applied Science, Multimedia Technology with a Concentration in Graphic Design,
Southern Arkansas University-Tech
2004-2006

Associate of Arts, Computer Information Systems, Arkansas State University-Beebe
2002-2004