

# Alexandra Grosset

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## PROFILE

- Currently a member of the Institute of Professional Bookkeepers of Canada (IPBC) and working towards the Certified Professional Bookkeeper (CPB) designation
- Gained hands-on experience in accounting software and cloud accounting apps including Sage 50, QuickBooks, QuickBooks Online, Xero, Sage 300 ERP, ADP pay@work, CaseWare, Jetpack Workflow, Karbon, Receipt Bank, Hubdoc, TSheets, Zoom, RingCentral, and Service Management Enterprise Software (SME) – High 5 Software
- Achieved certifications in the following accounting software and bookkeeping apps: QuickBooks Certified ProAdvisor in QuickBooks Desktop and QuickBooks Online Advanced, Xero Advisor Certified, Xero Migration Certified, Practice Ignition, Aero, Hubdoc, Plooto, TSheets, Dream Payments, and Fathom
- Maintained a high degree of accuracy and speed in keyboarding; 90+ WPM

## WORK EXPERIENCE

### Cloud Bookkeeper

BDG Cloud Accountants

June 2018 to present

Vancouver, BC

- Perform full-cycle bookkeeping duties using QuickBooks Online and Xero on a weekly and monthly basis
- Gained experience using the following apps: Receipt Bank, Hubdoc, TSheets, Zoom, RingCentral, and Karbon
- Prepare monthly, quarterly, and annual GST/HST returns and PST returns on clients' behalf
- Ensure weekly, monthly, quarterly, and annual deadlines are met consistently and in a timely manner
- Maintain professional and regular communication with Manager and Co-Founders while providing recommendations for improvements or changes to internal processes and services
- Assist clients with questions and issues relating to cloud accounting software and apps
- Responsible for improving internal communication with staff by initiating ongoing biweekly meetings and creating internal workflows to improve file efficiencies

### Senior Bookkeeper & Certified Cloud Accounting Specialist

LC Bookkeeping

November 2014 to June 2018

Vancouver, BC

- Performed full-cycle bookkeeping duties using QuickBooks, QuickBooks Online, Xero, Sage 50, Microsoft Excel, and CaseWare for a large number of clients in a wide variety of industries
- Cleaned up and troubleshooted problematic bookkeeping files by examining trial balances and making recommendations to clients and coworkers on how to fix files and bring them up to date
- Contacted and prepared written correspondence on behalf of the client, including but not limited to ADP, Ceridian, Canada Revenue Agency, Ministry of Finance, and WorkSafeBC
- Processed semi-monthly payroll, benefits, and payments for an investment conferencing company
- Maintained and documented payroll data changes and processed pay raises on ADP pay@work
- Set up new employees and processed salary adjustments, special payments (commissions), and uploaded data into ADP pay@work

- Prepared and submitted monthly payroll remittances to Canada Revenue Agency
- Posted payroll journal entries and verified payroll ledger to ensure accuracy and completeness
- Prepared and filed monthly, quarterly, and annual GST/HST returns, PST returns, and WCB returns
- Performed multiple monthly bank and credit card reconciliations for multiple files in a timely manner
- Submitted monthly, quarterly, and yearly financial reports to clients for review
- Submitted preliminary financial reports to accountants for corporate year-ends
- Provided training to clients on proper usage of accounting software using GoToMeeting program
- Provided training and consultation to clients on using Sage 300 ERP software
- Responsible for selecting and implementing workflow management software (Jetpack Workflow) which greatly improved office efficiency and streamlined workflow
- Submitted proposals to clients and management regarding how to better streamline and improve bookkeeping and accounting workflow
- Provided mentorship and training to staff on bookkeeping files and assessed quality of work

### **Bookkeeper & Office Manager**

June 2014 to August 2014

Fusion Business Solutions

Grande Prairie, AB

- Fulfilled temporary summer position—offered full-time position by owners within the first month; promoted to office manager shortly after
- Responsible for assigning IT technicians to projects and adding real-time data in an accurate and timely manner in Service Management Enterprise Software (SME) – High 5 Software
- Completed daily bookkeeping duties in Sage 50; entered data in accounts payable, accounts receivable, payroll, and general journal modules in program
- Assisted controller with entering biweekly payroll, monthly invoicing, and bank deposits
- Generated vendor and payroll cheques from Sage 50 and submitted payroll information to a cloud-based payroll company for direct deposit
- Prepared monthly bank and credit card reconciliations in Sage 50 and Microsoft Excel
- Adjusted inventory in Service Management Enterprise Software (SME) – High 5 Software
- Maintained an efficient filing system of documents and developed a sophisticated messaging system for IT technicians
- Created a comprehensive training manual for all new administrative and bookkeeping staff
- Recognized for exceptional communication skills by fellow employees, controller, and owners

### **Bookkeeper & Administrative Assistant**

January 2013 to December 2013

Joanne's Bookkeeping Service

Grande Prairie, AB

- Fulfilled 120 hours of work experience over one semester—offered full-time employment
- Subcontracted bookkeeping and payroll services to Kaynic Construction and Reed Energy Group
- Assisted office manager with biweekly payrolls for Kaynic Construction (200+ staff) and Reed Energy Group (300+ staff)
- Generated and finalized payroll reports and reviewed EFT submission for payroll
- Subcontracted bookkeeping services to Inline Valve Services and various other clients
- Completed daily and monthly bookkeeping duties in QuickBooks and Sage 50; entered data in accounts payable, accounts receivable, and payroll modules in both programs
- Filed and cross-referenced debit and credit card receipts to statements
- Entered purchase orders, sales orders, invoices, bills, and payroll information; generated cheques
- Prepared monthly bank and credit card reconciliations; adjusted inventory
- Maintained an efficient filing system of documents

- Provided high-quality customer service and instructive feedback to employees and subcontractors regarding payroll queries
- Offered warm, in-house reception by greeting clients, answering the phone, and taking detailed messages

## **EDUCATION**

### **Professional Bookkeeping Specialist Diploma**

Office Administration

September 2013 to April 2014

Grande Prairie Regional College

Grande Prairie, AB

- 3.90 GPA (Dean's List); 1<sup>st</sup> Class Standing With Distinction; President's Honour Roll
- Shortlisted for Valedictorian Award (based on high academic achievement, display of leadership and contribution to both the college and the community, and content of the Valedictory Address)

### **Bookkeeping Certificate; Oil and Gas Certificate; General Certificate**

Office Administration

September 2012 to April 2013

Grande Prairie Regional College

Grande Prairie, AB

- 4.00 GPA (Dean's List); 1<sup>st</sup> Class Standing; President's Honour Roll
- Only student to graduate with all three specializations

## **REFERENCES**

<http://www.alexgrosset.com/references--qualifications.html>