

Jessica Johnson

Accountant / Tax Preparer - DM Hoffbeck, PLLC

Redwood Falls, MN 56283

Jessica@PerfectlyBalancedMN.com

(507) 430-0735

A dependable analytical professional with a record of increased responsibility and an extensive experience in casino finances, business finances, individual and business tax returns. Proficient in prioritizing and completing tasks in a timely manner.

Core Qualifications

Account reconciliations Tax Preparation

General Ledger Accounting Accounts Payable/Receivable

Fiscal budgeting Internal Auditing

Reports generation and analysis Financial records and processing

Multi - Task Management Project Management

Work Experience

Accountant / Tax Preparer

DM Hoffbeck, PLLC - Redwood Falls, MN

January 2014 to October 2021

Completed a variety of payrolls, bank reconciliations, monthly/quarterly/yearly financial statements for an assortment of business clients.

Accurately prepared clients simple and complex individual 1040 forms, trusts, partnerships and/or corporations after interviewing and reviewing tax documentation.

In depth knowledge in tax returns, federal tax laws and ability to research complicated tax laws.

Answer client queries regarding tax codes and appropriate deductions.

Verify totals on past forms for accuracy and completed amended returns when necessary. Represented the Redwood Office as a board member within the company's multiple office locations

Fluent with tax software: Ultra Tax and CCH Systems

Slot System Analyst/Auditor

QuickBooks Certified ProAdvisor - Morton, MN

February 2007 to May 2013

Reconcile cash revenues generated by slot machines between scale, computer and vault counting systems. Analysis of slot machine performance.

Assisted Title 31 Compliance Officer with employee training, creating and following policy and procedures, and filing CTRC's and SARC's on behalf of the casino. Member of the SARC committee.

Reconcile and balance; vault, cage cashiers, employee cashiers, ticket redemption machines, and all table games.

Reconcile and balance; 12 general ledger accounts, 5 bank account reconciliations, and credit card accounts monthly.

Assisted Accounts Payable and Accounts Receivable.

Worked with the IRS to create and manage the Casino tip policy and agreement.

Created and maintained department trend analysis for casino and each individual department.

Created and maintained a drive with all general ledger account codes and descriptions.

Assisted the Controller with various financial projects throughout the month.

Assisted all Directors and GM with in depth financial analysis to create custom financial reports.

Education

Bachelor of Science in Accounting

Southwest Minnesota State University - Marshall, MN

2017

Skills

- Accounting (10+ years)
- budgeting (3 years)
- general ledger (6 years)
- Mas (3 years)
- Mas 90 (Less than 1 year)
- problem solving (10+ years)
- Quickbooks (4 years)
- Excel (10+ years)
- Customer Service (10+ years)
- General Ledger Reconciliation
- Bank Reconciliation
- Account Reconciliation
- Tax Experience
- Financial Report Writing
- Financial Analysis
- Accounts Payable
- Office Management
- Financial Statement Preparation