# Jodi Jenks

## Accounting and Bookkeeping Specialist

Michigan | 616-432-0973 | pawahania@gmail.com
Planning a move to Florida | Seeking permanent, fully remote work

### Core Accounting and Technical Skills

QuickBooks Online (extensive hands-on experience), QuickBooks Desktop, accounts payable, W-2 payroll administration, independent contractor payments, journal entries, transaction reconciliation, expense management, financial recordkeeping

Microsoft Excel (spreadsheet creation, formulas, sorting, filtering), inventory tracking and reporting, workflow improvement

### Professional Summary

Accounting and bookkeeping professional with 16 years of combined experience across business ownership, hospital finance, and accounts payable. Independently managed the financial operations of a holistic wellness center for 13 years and holds a bachelor's degree in business administration with a minor in accounting.

### Selected Accounting Contributions

- Reduced the time needed for an existing hospital finance workload by approximately 40%, from 50 to 30 hours per week, and took on additional responsibilities.

### Professional Experience

**Owner and Operator | Holistic Wellness Center | 13 years**

- Maintained day-to-day books in QuickBooks Online, posted journal entries, reconciled financial transactions, and organized supporting records.
- Managed accounts payable and business expenses, administered payroll for W-2 employees, and handled payments to independent contractors.
- Built and maintained Excel spreadsheets using formulas, sorting, and filtering to organize data and track and report on inventory.

**Finance Department | Major Hospital | 1 year**

- Reviewed inherited finance workflows and implemented changes to streamline recurring work.

**Accounts Payable Department | Major Hospital | 2 years**

- Supported hospital accounts payable operations and maintained financial records in accordance with departmental procedures.

### Education

**Aquinas College | Grand Rapids, Michigan**

Bachelor of Arts in Business Administration | Minor in Accounting