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I'm Cynthia Beving and I specialize in all things accounting and have some extra skills thrown in like payroll and administration. I am adept at QuickBooks and the queen of multi-tasking and organization. My goal is to partner with your great company and help you grow.

RECENT EXPERIENCE

BEVING BOOKS

2016 - Current

Bookkeeper/Owner

- Streamline bookkeeping procedures to increase efficiency and productivity.
- Establish QuickBooks for new companies and clean up existing companies to reflect accurate financial records.
- Forensic accounting.
- Enter financial data to guarantee employees, vendors and clients are up to date.
- Reconcile company bank and credit card accounts.
- Develop profit & loss and balance sheet statements as requested.
- File applicable sales & use and payroll taxes.
- Payroll as well as employee and benefit administration.
- Preparing annual budgets and regular cash flow reports.
- Social media creation, management and client marketing pieces.
- Executive and office administration.

NEWMAN & LAWLER, PLLC (*Formerly Beadles, Newman & Lawler, P.C.*)

2005-2016

Comptroller/Human Resources Manager

- Monthly financial statements.
- Annual budget preparation and manage cash flow
- Fixed asset/depreciation management.
- Business Continuity Plan administrator.
- In house payroll and benefit administration.
- File all applicable taxes (federal & state).
- Coordinate and maintain all business insurance.
- Hire and counsel accounting team. Coordinate training for all staff.
- Manage and administer lease and/or purchase of office equipment.
- Handle senior partners' personal needs (bills, banking, travel).
- Handle firm owned commercial rental property.
- Create and maintained all social media sites (Facebook, Twitter and LinkedIn).
- Streamlined and introduced several processes to make the company more efficient.

HALTOMPS JEWELERS

2003-2005

Comptroller

- Financial statements for 5 retail locations and 2 wholesale divisions.
- Year-end coordination of audit and physical inventory.
- Annual budget preparation and monitoring,
- Bank reconciliations.
- Payroll and benefit administration.
- Lead on POS implementation at all locations.
- International and domestic vendor management.
- Co-op advertising filing and claim management.
- Hire, counsel and training of accounting team.

SKILLS

- QuickBooks Certified ProAdvisor
- Notary Public - Arizona (commission expires 12/28/2021)
- Accounting procedures consultant
- Account reconciliation
- Accounts payable & receivable specialist
- Fixed asset reporting
- Social Media applications
- Exceptional organizational skills
- Effective time management
- Superior attention to detail
- Analytical reasoning
- Solomon (Microsoft Dynamics)
- MS Office
- WordPress

PROFESSIONAL AFFILIATIONS

- Tucson Metro Chamber of Commerce
- Greater Oro Valley Chamber of Commerce
- The American Institute of Professional Bookkeepers (AIPB)
- Society for Human Resource Management (SHRM)
- National Association of Professional Women (NAPW)
- Women Under the Sun (WUTS)
- Parker County What Women Want

COMMUNITY INVOLVEMENT

- Habitat for Humanity Tucson – Volunteer (clerical)
- Big Brothers Big Sisters Tucson – Mentor (Big)
- Tucson Metro Chamber Ambassador