



Beving Books

YOUR ONE STOP SHOP

Bookkeeping | Payroll | Business Administration

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I'm Cynthia Beving and for the last 20 + years I have specialized in all things accounting and have some extra skills thrown in like payroll/benefits and business administration. I am proficient with QuickBooks (Certified ProAdvisor) and the queen of multi-tasking, detailed and organized. 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.
- AP/AR.
- Reconcile company bank and credit card accounts.
- Develop profit & loss and balance sheet statements as requested.
- File applicable sales & use and payroll taxes.
- Payroll 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

- AP/AR and banking reconciliations.
- Monthly financial statements.
- Annual budget preparation and manage cash flow
- Fixed asset/depreciation management.
- Business Continuity Plan administrator.
- Payroll, benefits, incentives/KPI, and on-boarding new staff.
- File applicable sales & use and payroll taxes.
- Coordinate and maintain all business insurance.
- Contact for CPA, bank, brokers, vendors and clients.
- 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.

HALTOM'S 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.
- On-boarding new accounting staff members.

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
- Adobe Products
- WordPress

PROFESSIONAL AFFILIATIONS

- Tucson Metro Chamber of Commerce
- Greater Oro Valley Chamber of Commerce
- Tucson GLBT Chamber of Commerce
- The American Institute of Professional Bookkeepers (AIPB)
- Society for Human Resource Management (SHRM)
- eWomen Network
- Women Under the Sun (WUTS)

COMMUNITY INVOLVEMENT

- Habitat for Humanity Tucson – Volunteer (clerical)
- Big Brothers Big Sisters Tucson – Mentor (Big)
- Tucson Metro Chamber Ambassador
- PCE Homeowner Association Board Member