



Professional Background

I'm Cynthia Beving and for the last 25+ years I have specialized in all things accounting, plus have some extra skills thrown in like payroll/benefits and business administration. I am a Certified ProAdvisor for QuickBooks and the queen of multi-tasking, detailed and organized. My goal is to partner with your great company and help you grow.

Recent Related Experience

Owner & Comptroller with a passion for numbers

BEVING BOOKS 2016 – Current

- 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
- Accounts payable / accounts receivable (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

Comptroller & Human Resources Manager

NEWMAN & LAWLER, PLLC (formerly Beadles, Newman & Lawler, P.C.) 2005 - 2016

- AP/AR and banking reconciliations
- Monthly financial statements
- Annual budget preparation and manage cashflow
- Fixed asset/depreciation management
- Business Continuity Plan administrator
- Payroll, benefits, incentives/KPI, and onboarding 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, LinkedIn)
- Streamlined and introduced several processes to make the company more efficient

Comptroller

HALTOM'S JEWELERS 2003 - 2005

- 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
- Onboarding new accounting staff members

Skills

- ✓ Proficient QuickBooks Certified ProAdvisor
- ✓ Notary Public - Arizona
- ✓ 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

Tucson GLBT Chamber of Commerce

The American Institute of Professional Bookkeepers

eWomenNetwork

Women Under the Sun