



# CYNTHIA BEVING

COMPTROLLER

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## PROFILE

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Owner and operator of Beving Books, which specializes in helping small and medium-sized businesses grow and succeed by identifying and meeting financial goals through personalized services. Detailed and organized comptroller with 25+ years of experience in accounting. Results oriented and data driven with a passion and talent for numbers.

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## EXPERIENCE

### OWNER

#### **BEVING BOOKS (2016 - PRESENT)**

- Oversee the accounting and financial reporting procedures and manage accounting transactions, budget and loan activity as a virtual comptroller
- Streamline bookkeeping procedures to increase efficiency and productivity
- Set up and perform data migration to QuickBooks
- Analyze financials and offer profitable solutions
- Prepare and file taxes
- Prepare budgets and cash flow reports
- Administer payroll and benefits, accounts payable / accounts receivable
- Conduct forensic accounting

### COMPTROLLER & HUMAN RESOURCES MANAGER

#### **NEWMAN & LAWLER, PLLC (2005 - 2016)**

- Streamlined processes to make company more efficient
- Prepared annual budget and managed cashflow
- Fixed asset/depreciation management
- Oversaw payroll, benefits, incentives/KPI and onboarding of new hires

### COMPTROLLER

#### **HALTOM'S JEWELERS (2003 - 2005)**

- Prepared financial statements for 5 retail locations and 2 wholesale divisions
  - Coordinated year-end financial and physical audits
  - Prepared and monitored annual budget
  - Reconciled bank accounts
  - Administered payroll and benefits
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- QuickBooks Certified ProAdvisor
  - Microsoft Dynamics SL (Solomon)
  - Notary Public (AZ)
  - Analytical reasoning
  - Superior attention to detail
  - Exceptional time management
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- The American Institute of Professional Bookkeepers
- Tucson LGBT Chamber of Commerce
- Fort Worth Chamber of Commerce
- eWomen Network
- National Association of Women Business Owners
- Business Network International
- Startup Tucson
- Alliance of Arizona Nonprofits

## SKILLS & CERTIFICATIONS

## PROFESSIONAL AFFILIATIONS