

Administrative Services of America's QuickBooks Portfolio



QuickBooks 2009: Landscape Construction and Retail Garden Center

April 2010 to Present - Bloomington, MN

Performed full charge bookkeeping tasks using QuickBooks 2009 for two LLC's

- Used QuickBooks EFT payroll functions to prepare bi-weekly payroll for up to twenty employees
- Improved employee payroll records by converting pay stubs to e-mail format
- Downloaded retail garden center sales data into QuickBooks using Retail Information Technology Enterprises (RITE) point-of-sale Microsoft RMS interface
- Reconciled bank statements using QuickBooks reconciliation feature
- Set up recurring payments for two loan accounts and changed to EFT payments with paperless statements
- Created over \$200,000 in landscape construction estimates using customized estimate templates
- Created new line item pricing for landscape construction and snow removal estimates

QuickBooks 2008: Construction Company - March 2010 - Accountemps - St. Paul, MN

- Reconciled bank statements using QuickBooks reconciliation feature
 - Deleted invalid memorized transactions from register
 - Showed client how to use reconciliation functions in QuickBooks
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QuickBooks 2010 Model Office Project - February 2010

OnSITE Drug Testing and Consulting, LLC

Inver Grove Heights, MN

- Set-up test data using two different test customer profiles to validate customer pricing levels
- Created customized QuickBooks user manual for client
- Resolved opening balance equity issue, set-up member draw accounts, set-up multiple customer pricing levels.

For client recommendation on this project please visit: [Dave Wilkowske's LinkedIn Profile](#)

QuickBooks 2008: Demopolis Country Club - Demopolis, AL

Performed full charge bookkeeping tasks using QuickBooks 2009

- Set-up electronic customer invoices via e-mail saving labor, postage and paper.
 - Consolidated redundant account names to clean-up balance sheet and P & L
 - Prepared weekly payroll for up to 20 employees, prepared quarterly payroll tax filings, generated year end forms: W-2's, W-4's, 1099, 941, etc.
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With over thirty years of practical business experience our mission is *"To help you **grow** your business so you can stay in business."*[™]

This document can be viewed online at: www.adminsoa.com/QBportfolio.htm

For a current Admin Services of America hourly rates for offsite virtual bookkeeping or on-site bookkeeping services please contact Dave Wilkowske at: dave@adminsoa.com or by phone at (651) 408-2586.