JENNIFER BROOKE PORTER

ACCOUNTING PROFESSIONAL

CONTACT

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EDUCATION

BA, Liberal Studies
CSU Chico
2003

Single Subject
Teaching Credential
National University
2005

Accounting I, II, II
Sierra College, Nevada County Campus
2010

EXPERTISE

QuickBooks Desktop

QuickBooks Online

Excel

Adobe Creative Suite

Licensed Notary

SUMMARY

- Over 15 years accounting experience
- Specializing in non-profit finance management
- Seeking Employment in the New York Capital District

PROFESSIONAL EXPERIENCE

ACCOUNTANT, Albany, NY
25th Hour Accounting, *January 2025 – Present*
Payroll, Accounts Payable, Accounts Receivable and Business Consulting
Clients Include:

- Albany Institute of History and Art
- Affordable Housing Partnership
- Nurses House

SOLE PROPRIETOR, Grass Valley, CA and Myrtle Creek, OR
Brooke's Books Bookkeeping, *December 2010 – Present*
Full-Charge Bookkeeping Firm | Remote and On-site
Payroll, Accounts Payable, Accounts Receivable and Business Consulting

ACCOUNTING TECHNICIAN ASSISTANT, Riddle, OR
Green Diamond Performance Materials, *October 2021 – November 2022*
Accounts Payable, Accounts Receivable and General Office Management

BOOKKEEPER
The Northern California Center for the Arts, *October 2009 – April 2016*
Responsible for all Accounts Payable and Receivables, Payroll, Financial Grant Reporting, Budget Preparation and Reconciliations.

OFFICE MANAGER/BOOKKEEPER
Sustainable Energy Group, *September 2008 – July 2009*
Accounts Payable, Accounts Receivable and General Office Management

REFERENCES AVAIALBLE UPON REQUEST