



Lisa Marie Hilke

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Software Skills

ProSeries, Microsoft Office Specialist Word 2010, QuickBooks Enterprise 2016, Certified QuickBooks ProAdvisor – QuickBooks Online and Desktop 2014 and 2015, QuickBooks Pro/Premier 2012 Certified User, CCH ProSystem fx Document, ProSystem Fx Engagement, ProSystem fx Practice, Time Entry & Inquiry V. 8, Lacerte, Sharefile, MAS90, Quicken, Peachtree, Microsoft Word, Word Perfect, Lotus 123, Excel, TurboTax, RIA Forms, Practice Advantage, familiarity with Datafaction

PROFESSIONAL EXPERIENCE

**07/2012 – 05/16/2014 gish SEIDEN, LLP, Woodland Hills, CA
Administrative Assistant and Billing Administration**

CCH ProSystem fx V.8 for printing WIPs and billing input, input expenses and adjustments, creating billing reports, both standard and customized, review weekly time sheets and make appropriate changes for posting, client set up within Practice, firm collections and collection calls, deposits and aging, work scheduling for scheduling meeting preparation and calendaring, maintain and update CPE hours spreadsheet for staff CPAs and update reporting software, assisting in tax returns finalization, checking personal income tax returns for completion before mailing, running financial statements, follow up on Form 8879 calls to clients for receipt, and specifically requested projects as needed, front desk reception back up as needed, notary requests by clients as needed.

**03/1988 – 09/1994 Gary Iskovitz & Company, LLP, Los Angeles, CA
09/1996 – 01/2012 Promoted from Executive Assistant to Bookkeeper in
Business Management Department**

Secretary to 3 partners and five support staff. Assembly of all tax returns. Prepared and organized extensions. Handled client phone calls. Performed specific research and tasks as requested by office manager. Organized and maintained records of continuing education for all employees. Coordinated suppliers and service technicians. Performed orientation of new personnel.

Promoted to Bookkeeper in Business Management department for high net worth clients, trained using MAS90 and performed as accounts payable and accounts receivable invoicing, monthly bank reconciliations, made deposits to banks, journal entries, reclassification of entries, attained familiarity with ADP EasyPayNet payroll functions, and made payroll journal entries.

Performed time-sensitive tasks for clients and manager, interfaced with high-net worth clients' vendors to ensure anonymity. Executed specifically requested tasks, correspondence, served as backup personnel for administrative staff and tax secretary.



PROFESSIONAL EXPERIENCE *(continued)*

07/1995 - 05/1996 Intercontinental Absurdities, LTD, Studio City, CA Executive Secretary

Initially employed as personal assistant to ICA owner. November 1995 took on additional responsibilities at ICA, which included daily office administration, supervision of 5 employees, acting as payroll clerk and providing financial information to owner. Monitored and maintained files for royalties for musical compositions, trademark and copyrights for DBA's, recordings and artwork. Executed specifically requested assignments.

EDUCATIONAL BACKGROUND and CERTIFICATIONS

- **Los Angeles Pierce College, Woodland Hills, CA**
 - **Graduate June 2019 with three Associates degrees:**
 - **AA - Arts and Humanities**
 - **AA - History**
 - **AA - SBS**
 - **Admitted to CSUN Fall 2019**

 - **Notary Public – California: June 20, 2016 – June 10, 2020**
 - **June 11, 2014: Intuit QuickBooks Certified User for QuickBooks Pro/Premier 2012**
 - **December 29, 2014: Intuit QuickBooks Certified ProAdvisor Desktop 2014**
 - **January 21, 2015: Intuit QuickBooks Certified ProAdvisor QuickBooks Online**
 - **January 29, 2015: Intuit QuickBooks Certified ProAdvisor Desktop 2015**
 - **December 17, 2014: Microsoft Office Specialist Word 2010**
 - **IRS Approved PTIN and EFIN**
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