

Lisa Marie Hilke

Accounting Assistant and Bookkeeper

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310.402.5272

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I am seeking employment re-entry into the newest landscape of the post-pandemic workforce.

I offer support and empower those with whom I work, approaching projects with enthusiasm and positivity, allowing my best influence and decision-making skills within a cohesive and well-functioning team.

Work Experience

05/2014 - Current

Principal *She's Got Moxie, LLC*

Administrative and support services, bookkeeping and accounting assistant services.

07/2012 – 05/2014

Administrative and Billing *gish SEIDEN, LLP*

Prepared WIPs and billing input, input expenses and adjustments, creating billing reports, standard and customized, reviewed weekly time sheets for posting, client set up within Practice, firm collections, deposits and aging, work scheduling for scheduling meeting preparation and calendaring, maintained and updated CPE hours spreadsheet for staff CPAs and updated reporting software, assisting in tax returns finalization, checking personal income tax returns for completion before mailing, financial statements, follow up Form 8879s from clients, and specifically requested projects, front desk reception backup, notary requests by clients as needed.

03/1988 – 01/2012

Executive Assistant and Bookkeeper

Gary Iskowitz & Company, LLP

Assistant to three partners and five support staff. Assembly of all tax returns. Prepared and organized extensions. 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. Promoted to Bookkeeper for high-net-worth clients. Accounts payable and accounts receivable invoicing, monthly bank reconciliations, made deposits to banks, journal entries, reclassification of entries, payroll functions. 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.

Education

2014 - 2019

A.A. Arts and Humanities

A.A. History

A.A. Social and Behavioral Studies

Los Angeles Pierce College

2019 - 2024

B.A. History

California State University, Northridge

2025 – Current

M.A. History - Graduate Studies

California State University, Northridge

Skills

Professional

- Certified QuickBooks ProAdvisor:
[Intuit QuickBooks ProAdvisor Profile](#)
 - ✓ Teamwork
 - ✓ Software Adaptive
 - ✓ Works Independently
 - ✓ Proofreading
 - ✓ Communicative
 - ✓ Discretion