



REBECCA BEDELL

Staff Accountant

CONTACT ME

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EDUCATION

Medical Billing; Coding Specialist

WORK EXPERIENCE

OSMEAC Solutions LLC | 2022 - Current

Staff Accountant

- Working in an accounting firm to provide professional accounting services for multiple clients in a variety of industries. Provide a full range of services including preparation of financial statements, audit support, payroll, AR/AP, schedules, and bank reconciliations.

Crews Law Firm, PC | 2021 - 2022

Bookkeeper

- Responsible for daily operations of a small Employment Law and Injury Law Firm. Oversaw client records. Sole administration of monthly billing AR and providing financial reports. Strong knowledge of procedures for IOLTA accounts. Processed payroll and benefits. Worked closely with CPA firm.

The Trusted Tax Bookkeeping | 2020 - 2022

Contract Bookkeeper

- Worked in a small accounting firm providing entering daily transactions and providing monthly financials.

The South Parlour/Jay McKinney, CPA | 2018 - 2020

Bookkeeper/Office Manager

- Inhouse bookkeeping for a restaurant and CPA firm. Maintained financial books, tax preparation, audit support, preparation of financial statements, bank reconciliations and budgeting on restaurant side. Processed payroll for 50+ employees, created and maintained weekly schedules and personnel files for all staff.

Zenco Sheet Metal | 2012 - 2014

Office Manager

- Executed a broad range of accounting tasks for an HVAC company with over 25 customers and an annual revenue of \$1M. Ran weekly payroll, provided financial statements, processed AR/AP. Developed company-wide forms for inventory and time sheets. Handled all income, travel and year end items.