

**Leah Sikes**

Charlotte, NC

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## **Professional Summary**

Detail-oriented and highly skilled bookkeeper with extensive experience in general bookkeeping, financial reporting, payroll services, and tax preparation. Proven ability to manage diverse financial tasks and provide strategic financial advice. Expertise in accounting software setup and training, budgeting, forecasting, and audit support. Strong background in real estate and office management, ensuring compliance with financial regulations and standards.

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## **Work Experience**

### **Accounting Alchemy — Charlotte, NC**

*Full Charge Bookkeeper*

*July 2023 - Present*

- **General Bookkeeping:** Recorded financial transactions, reconciled bank statements, managed accounts payable and receivable.
- **Financial Reporting:** Prepared profit and loss statements, created balance sheets, and cash flow statements.
- **Payroll Services:** Managed payroll processing, filed payroll taxes, handled employee benefits and deductions.
- **Tax Preparation and Planning:** Prepared and filed tax returns, advised on tax strategies, ensured compliance with tax laws.
- **Software Setup and Training:** Set up accounting software (QuickBooks, Xero), trained staff on usage, and provided ongoing support.
- **Budgeting and Forecasting:** Created budgets, forecasted financial performance, analyzed budget variances.
- **Audit Support:** Assisted with internal and external audits, prepared documentation, and liaised with auditors.
- **Consulting and Advisory:** Offered financial advice and strategy, assisted with business planning and growth strategies.
- **Specialized Services:** Provided industry-specific bookkeeping for real estate, construction, and retail.

**Realtor** — Charlotte, NC  
*March 2016 - June 2023*

- Assisted clients in buying, selling, and renting properties through comprehensive market analysis and property management.
- Conducted market analysis to determine property values, negotiated prices, and prepared real estate documents.
- Built and maintained a robust network of clients and industry contacts, providing guidance on market conditions and mortgages.

**Closing Assistant** — Naples, FL  
*May 2014 - January 2016*

- Prepared and organized closing documents, ensuring compliance with title and closing procedures.
- Coordinated communications among buyers, sellers, and agents, and facilitated closing transactions.

**Accounting/Office Manager** — Various Contract Positions (Construction, Insurance, Landscaping, Automotive Dealerships)  
*Charlotte, NC | August 2011 - May 2015*

- Oversaw daily office operations, managed budgets, and ensured compliance with financial regulations.
- Implemented office policies and procedures, handled payroll processing, and prepared financial reports.

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## Education

**Central Piedmont Community College**  
*Studied Accounting and Business Management*

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## Certifications

- QuickBooks Certified ProAdvisor
  - Certified Notary Public (June 2024 - June 2029)
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## **Skills**

- **Financial Management:** Attention to detail, numerical proficiency, compliance knowledge.
  - **Office Management:** Organizational skills, leadership, communication, and technical skills.
  - **Payroll Administration:** Accuracy, knowledge of payroll laws, confidentiality, problem-solving.
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## **References**

Available upon request.