



# PRIYA ACHARYA

## Bookkeeper

Full-charge bookkeeper with 7 years closing books for service businesses and light manufacturers between \$2M and \$18M in revenue. Strong in QuickBooks Online, Xero, and Sage Intacct, with hands-on experience cleaning up multi-year backlogs and prepping clean files for outside CPAs. Known for catching reconciliation errors before they hit financials.

## CONTACT INFORMATION



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## KEY SKILLS

- Full-cycle monthly and year-end close
- QuickBooks Online and QuickBooks Desktop
- Xero and Sage Intacct
- Bank, credit card, and merchant reconciliations
- Accounts payable and accounts receivable management
- Payroll journal entries and multi-state sales tax filings
- Job costing and inventory adjustments
- Chart of accounts cleanup and rebuild
- 1099 preparation and CPA workpaper packages
- Cash-flow forecasting in Excel and Google Sheets
- Bill.com, Gusto, and ADP integrations
- Multi-year backlog cleanup and catch-up bookkeeping

## Professional Experience

### FULL-CHARGE BOOKKEEPER | HOLLOWAY CUSTOM CABINETRY, RALEIGH, NC 2021 - PRESENT

- Own the full monthly close for a \$14.2M cabinetry shop, including AP, AR, payroll journal entries, inventory adjustments, and 8 bank and credit card reconciliations.
- Cut average close timeline from 11 business days to 4 by rebuilding the chart of accounts and automating recurring journals in QuickBooks Online.
- Caught a duplicate vendor billing pattern that had been running for three quarters and recovered \$37,400 in overpayments from two suppliers.
- Run weekly job costing reports for the owner so each cabinet project shows true gross margin after labor, materials, and shop overhead.
- Prepare year-end workpapers and 1099s for the outside CPA; last two tax filings closed with zero adjusting entries from the firm.

### BOOKKEEPER | PINECREST VETERINARY GROUP, CARY, NC 2018 - 2021

- Kept the books for a three-location vet practice on Xero, handling daily deposits, vendor bills, and bi-weekly payroll for 31 staff.
- Reconciled merchant deposits against practice management software each morning and flagged variances over \$50 to the practice manager.
- Built a cash-flow forecast in Google Sheets that helped the owners plan the buildout of the third location without taking on additional debt.
- Trained two front-desk leads on coding patient refunds correctly, which cut month-end cleanup work roughly in half.

### ACCOUNTING ASSISTANT | WEXLER & BOYD CPA, DURHAM, NC 2016 - 2018

- Supported three CPAs through tax season by reconciling client QuickBooks files and preparing trial balances for review.
- Cleaned up a 26-month backlog for a roofing contractor client and rebuilt 2017 financials in time for a delayed SBA loan application.
- Processed sales tax filings for around 40 small-business clients across NC, SC, and VA each month.

## Education

- Associate of Applied Science in Accounting, Wake Technical Community College, 2016
- QuickBooks Online ProAdvisor Certification, Intuit, 2019 (recertified annually)

- Xero Advisor Certified, Xero, 2020