



# Tiffany Kohl, EA

Boss Lady Tax and Books LLC

## Contact

4612 Old Guernsey Rd  
Pace, FL 32571  
(702) 712-5282  
info@tiffanykohl.com

## Education

**B.A.S. Project Management**  
Northwest Florida State College

**A.A.S. Accounting  
Technology**  
Pensacola State College

**Non-Profit Accounting  
Seminar**  
Harvard Kennedy School

## Key Skills

Accounting · Marketing · Project  
Management · Supervision ·  
Training · Human Resources ·  
Real Estate · Financial Analysis  
· SOP Development · Business  
Management ·

## Software

Quickbooks  
Excel (Pivot Tables · Vlookup)  
Word · Drake · ATX · Adobe

## Professional Summary

Highly organized and goal driven accounting professional with progressive experience focused on the day to day operations of the company's financial activities. Proficient with month end and year end closing, operational process improvement, and interim and year end audit support for internal and external reviewers.

## Work & Industry Experience

Southern Nevada Auto Sales · Automotive Dealership  
Assistant Controller (Promoted from Staff Accountant)

Glove Connection · Manufacturing & Sales  
Accounts Payable Manager

The Dulcie Crawford Group · Real Estate & Marketing  
Bookkeeping, Marketing Coordinator, Leads Management

South Central Mood Media · Commercial B2B Audio-Visual Systems  
Regional Business Office Manager

Anchor Clinic · Behavioral Medicine Clinic  
Business Office Manager

Creative Web Solutions · Web Design & Hosting  
Executive Assistant / Bookkeeper

Avery Consulting · Business Consulting & Wellness  
Director of Finance

Gulf Coast Inspection & Restoration · Contractor  
Office Manager / Bookkeeper

## Business Experience

GAAP · Prepays and Roll Forwards · Audits · General Ledger · Balance  
Sheet Reconciliation · Fixed Assets and Depreciation · Payables and  
Receivables · Cash and Credit Line Reconciliations · Root Cause  
Analysis · Month End/Year End Close · Purchasing · Job Cost · Payroll ·  
Sales and Use Tax · Commerce Tax · Financial Statements · Variance  
Analysis · Employee Retention · Statistical Analysis · Budgeting ·  
Networking · Journal Entries and Reclassification · Client Account  
Management · Bad Debts and Collections · Profit Margin Analysis