Bookkeeper
Liza Saville, Weathers & Associates

Place of Employment

Spokane, WA

Employer

Weathers & Associates

Type of Work

Making sure that every transaction, deposit and income is recorded in the company ledger and proved regular financial reports to clients. Do monthly, quarterly & yearly filing to Federal and state agencies.

Career Pathway

1. Earned an Accounting degree from a four-year university.
2. Worked with H&R Block for 15 years and gained practical, hands on tax knowledge. This was very helpful because it allowed me to see how keeping good books helps with taxes!
3. Training in the use of bookkeeping software.

Typical Day

My typical day starts with arriving at the office early, which allows me to catch up on email and data collection from the days prior. Most of my days are filled with a mixture of meetings and phone calls with clients, in-house progress meetings, and data entry/compilation. I spend much of this last portion of my day working in bookkeeping software (I use Quickbooks!) to record the financial transactions of a business—and will generate additional data-based tools for analysis in spreadsheets or databases. Throughout the month, I will have to arrange payment of accounts, prepare invoices and receipts, and process payroll.

What I Love About My Job

I LOVE being able to help small businesses make good business decisions in the future by ensuring their day-to-day finances are healthy and functional.

Most Important Skills Needed
- Detail-oriented
- Accounting concepts and applied mathematics
- Analytical thinking and problem solving; specifically data analysis
- Interpersonal communication

Science and Engineering Practices I Use
- Problem finding
- Finding & validating evidence
- Forming investigatory questions
- Collaboration to solve complex problems
- Use of charts, graphs, and statistical models

Technology and Equipment I Use

- Tax preparation software
- Accounting/bookkeeping software
- Tax law/reference materials

Education Background Needed

Most bookkeepers have a degree in Accounting, Economics, or another business-related field that is coupled with technical training in software/specialized skills.

Because I am also a certified EA, I have met these qualifications: five years of tax interpretation experience that directly relies on tax code understanding OR passing of a three part, tax code exam that illustrates understanding and ability to interpret and apply the code to specific situations.