

Molly Dreisinger

Accountant, Office Manager at Therapy Advisors, LLC

Experience

Accountant, Office Manager at Therapy Advisors, LLC

November 2013 - Present (2 years 2 months)

I do the bookkeeping, which includes preparing invoices, depositing monies, paying bills. I also prepare the required state and local government forms, including all tax returns.

Accountant at Therapy Advisors, LLC

January 2008 - November 2013 (5 years 11 months)

Helped set up this Michigan-based company to work in California; filed all necessary forms with the state of California. Provide bookkeeping services, i.e., pay bills, invoice for services rendered, balance bank statements and use Quick Books to input data. Worked with CPA attorney to complete tax returns; send K-1 forms to members.

Project Manager at Molly Dreisinger

October 2008 - January 2010 (1 year 4 months)

In charge of remodeling 4 bedroom house. Established priority list of projects to complete and the sequence of completion. Met with vendors and other construction people to renovate home. Project complete in November; house sold in December and final closure occurred in January 2010.

Skills & Expertise

Process Improvement

Microsoft Excel

Bookkeeping

QuickBooks

Invoicing

Balance

CPA

Manufacturing

Accounting

General Ledger

Account Reconciliation

Auditing

Education

Truman State University

B.S., Accounting, 1988 - 1990

University of Missouri-Columbia

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[Contact Molly on LinkedIn](#)