JULIAN MERCER

BOOKKEEPER

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PROFESSIONAL SUMMARY

Bookkeeper with 6+ years keeping clean books for small businesses and a regional services firm. Handles daily transactions, monthly reconciliations, payroll entries, and month-end packages in QuickBooks Online, so owners and CPAs get accurate numbers on a predictable schedule.

PROFESSIONAL EXPERIENCE

Senior Bookkeeper
Feb 2023 - Present

Pilot, San Francisco, CA

- Manage the books for 28 small business clients in QuickBooks Online, closing each month by the eighth business day and keeping a zero-late-close record for the last year.
- Review payables and receivables aging each week and send owners a short list of overdue bills and unpaid invoices to act on.
- Coach two junior bookkeepers on bank feed rules and month-end checklists, which cut review comments on their files by about a third.
- Reconcile bank, credit card, and loan accounts weekly, clearing a backlog of 400 uncategorized transactions for a new restaurant client within three weeks.
- Built a client onboarding checklist for chart of accounts, opening balances, and bank feeds that cut setup time from ten days to six.
- Prepare month-end packages with a profit and loss statement, balance sheet, and short variance notes that owners review on a 20-minute call.

Bookkeeper
May 2020 - Jan 2023

- Recorded invoices, bills, and payroll journal entries for a portfolio of 15 clients, with fewer than two correction requests per month from reviewing accountants.
- Caught a duplicate vendor payment of $6,400 during reconciliation and worked with the client to recover it within one billing cycle.
- Collected missing receipts through a shared folder routine, which lifted documented expenses from 82% to 96% before quarterly tax filings.
- Prepared sales tax and 1099 data for 15 clients each quarter, handing CPAs clean schedules that saved about a day of prep per client.
- Moved six clients from spreadsheets into QuickBooks Online, migrating two years of history and checking opening balances against tax returns.

Accounting Clerk
Aug 2018 - Apr 2020

Greystar Real Estate Partners, Oakland, CA

- Entered 300 monthly vendor invoices and coded them to job cost accounts, holding data-entry errors under 1% in the controller's spot checks.
- Prepared bank deposits and posted customer receipts daily so cash balances matched the bank statement at every month end.
- Reconciled petty cash and two operating bank accounts monthly and resolved every variance above $25 before the controller's review.
- Maintained the fixed asset and prepaid expense schedules and posted depreciation entries on time for 14 consecutive months.
- Documented month-end close steps for each client in a shared checklist so a backup bookkeeper could cover a full close without errors.

CORE SKILLS

QuickBooks Online | Bank reconciliation | Accounts payable | Accounts receivable | Payroll entries | Month-end close | Chart of accounts | Sales tax tracking | Expense categorization | Xero | Excel | Financial statements | Gusto | Receipt management

EDUCATION

Associate Degree in Accounting, City College of San Francisco, San Francisco, CA

CERTIFICATIONS

QuickBooks Online ProAdvisor Certification (Intuit) | Certified Bookkeeper (American Institute of Professional Bookkeepers)