



MARILOU

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

ACCOUNTING SUPERVISOR/EXECUTIVE ASSISTANT (REMOTE)

Endeavour Accounting & Bookkeeping Services | January 2025 – Present

- Leads full-cycle accounting for multiple clients using QuickBooks, Xero, and MYOB by supervising AP/AR, payroll coordination, reconciliations, financial reporting, variance analysis, and cash flow forecasting while providing executive-level support and improving accounting workflows in a remote environment.

JUNIOR ACCOUNTANT

HPW Advisory | July 2024 – December 2024 (6 Months)

- Prepared Australian individual and business tax returns in compliance with ATO regulations, completed BAS and IAS, supported FBT and payroll tax compliance, managed inter-entity reconciliations, and assisted with tax planning and financial reporting.

CUSTOMER SERVICE REPRESENTATIVE

TaskUs | January 2024 – June 2024 (6 Months)

- Delivered multi-channel customer support, resolved inquiries efficiently, documented CRM interactions accurately, and maintained high customer satisfaction in a fast-paced environment.

SENIOR BOOKKEEPER

Marcela Farms Incorporated | May 2022 – December 2023 (1 Year, 8 Months)

- Maintained general ledgers, performed bank and credit card reconciliations, prepared monthly closing reports and journal entries, and supported invoicing, collections, and cash flow tracking using QuickBooks.

RESTAURANT GENERAL MANAGER

McDonald's | February 2018 – April 2022 (4 Years, 3 Months)

- Oversaw store operations, inventory and cash management, monitored revenues and costs, led and trained teams, and ensured compliance with company financial and operational policies.

SKILLS/AREAS OF EXPERTISE

- 8+ Years Accounting & Bookkeeping
- Full-Cycle Bookkeeping
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Invoicing & Collections
- Payroll Coordination
- Bank & Credit Card Reconciliation
- General Ledger Management
- Journal Entries
- Month-End Closing
- Financial Statement Preparation
- Cash Flow Forecasting
- Variance Analysis
- Tax Preparation Support (BAS, IAS, FBT, STP)
- Management Reporting
- Process Improvement

TECHNOLOGY

- QuickBooks (Desktop & Online)
- Xero
- MYOB
- Microsoft Excel
- Microsoft Office
- Salesforce
- CRM Systems

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