

# David Jones, CPB

Certified Public Bookkeeper

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Fruit Heights, UT

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## Skills

- Perform bookkeeping accurately and productively,
- Increase operating cash flow,
- Prepare timely, relevant, and reliable financial information, and
- Provide daily, weekly, monthly, and annual business performance reports.

## Work Experience

Jan 2025- Present

Bookkeeper | Consortia Small Business Accountants, Farmington, UT

- Onboard bookkeeping and payroll clients
- Set up bookkeeping and payroll clients
- Perform daily, weekly, monthly, and semi-monthly bookkeeping and payroll for various clients

## Accreditations

- Certified Public Bookkeeper (CPB), NACPB, December 2024
- QuickBooks Online Certification, NACPB, August 2024
- Payroll Certification, NACPB, June 2024
- Bookkeeping Certification, NACPB, March 2024

## Higher Education

Payroll Fundamentals, Consortia Accounting School, June 2024

Relevant skills: This course explains payroll and payroll processing. The course focuses on application rather than theory. You calculate payroll, pay payroll taxes, and prepare payroll tax reports.

QuickBooks Online Fundamentals, Consortia Accounting School, June 2024

Relevant skills: This course introduces you to QuickBooks Online. You learn how to use the most key features in QuickBooks Online.

Accounting Fundamentals, Consortia Accounting School, March 2024

Relevant skills: This course explains bookkeeping and accounting. It provides a fundamental knowledge and understanding of bookkeeping and accounting concepts, processes, methods, procedures, and controls.

## Professional Association

National Association of Certified Public Bookkeepers (NACPB)