Nicole Rowe

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801-652-3207

Education

Utah State University

Bachelor of Science (BS), Business Information Systems - Office Management emphasis

Work Experience

Office Manager, OakBridge Asset Mangement and Tax Services

May 2019 – Present

- Manage the work of all office employees to ensure deadlines are being met
- Answer telephone calls and emails from clients and direct to the correct staff
- Onboard new employees
- Check in all tax returns and manage who will be preparing taxes
- Responsible for Accounts Receivable and Accounts Payable
- Proficient in QuickBooks, QuickBooks Online, Microsoft Office, Multiple Tax Software, and bank reconciliations
- Assist with data entry of tax returns & processing of returns
- Maintain a high level of accuracy and attention to detail
- Communicate with clients to help resolve questions and needs in person and over the phone
- Prepare quarterly payroll tax filings, EFTPS, W-3/W-2's, and 1099's

Administrative Assistant/Bookkeeper, Adam Smith CPA

January 2012 – May 2019

- Provide bookkeeping services for many industries
- Proficient in QuickBooks, Accounts Payable, Accounts Receivable and bank reconciliations
- Assist with data entry of tax returns & processing of returns
- Maintain a high level of accuracy and attention to detail
- Communicate with clients to help resolve questions and needs in person and over the phone
- Prepare quarterly payroll tax filings, EFTPS, W-3/W-2's, and 1099's

Computer Lab/Reading Aide, Jordan School District

November 2011 – May 2013

- Taught elementary aged students to type on computers
- Assisted students that required extra help reading

- Provided assistance to teachers when needed

Skills and Expertise
- Office Management
- Advanced Computer Skills
- Strong Interpersonal Skills
- Organized Self-Starter
- Excellent Time Management Skills
- Accounts Payable
- Accounts Receivable
- Bookkeeping
- Tax Returns
- Payroll tax
- Microsoft Office
- QuickBooks
- Outlook