

# Lisa Marie Hilke

Cell: 310.402.5272

[www.shesgotmoxie.com](http://www.shesgotmoxie.com)

info@sgmoxie.com

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## Software Skills

Certified QuickBooks Online ProAdvisor, MAS90, CCH ProSystem fx Document, ProSystem Fx Engagement, ProSystem fx Practice, Time Entry & Inquiry V. 8, Lacerte. Sharefile, Practice Advantage, Tax Dome, Timeslips

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## Objective

I am seeking employment re-entry into the new landscape of the post-pandemic workforce.

I offer support and empower those with whom I work, approaching projects with enthusiasm and positivity, allowing my best influence and decision-making skills for the creation of a cohesive and well-functioning team.

### **07/2014 – Present      She's Got Moxie, LLC Principal**

Administrative, bookkeeping and accounting assistant and support services.

### **07/2012 – 05/16/2014      gish SEIDEN, LLP, Woodland Hills, CA Administrative Assistant and Billing Administration**

CCH ProSystem fx V.8 for printing WIPs and billing input, input expenses and adjustments, creating billing reports, both standard and customized, review weekly time sheets and make appropriate changes for posting, client set up within Practice, firm collections and collection calls, deposits and aging, work scheduling for scheduling meeting preparation and calendaring, maintain and update CPE hours spreadsheet for staff CPAs and update reporting software, assisting in tax returns finalization, checking personal income tax returns for completion before mailing, running financial statements, follow up on Form 8879 calls to clients for receipt, and specifically requested projects as needed, front desk reception back up as needed, notary requests by clients as needed.

### **03/1988 – 09/1994 09/1996 – 01/2012      Gary Iskovitz & Company, LLP, Los Angeles, CA Promoted from Executive Assistant to Bookkeeper in Business Management Department**

Secretary to 3 partners and five support staff. Assembly of all tax returns. Prepared and organized extensions. Handled client phone calls. Performed specific research and tasks as requested by office manager. Organized and maintained records of continuing education for all employees. Coordinated suppliers and service technicians. Performed orientation of new personnel.

Promoted to Bookkeeper in Business Management department for high net worth clients, trained using MAS90 and performed as accounts payable and accounts receivable invoicing, monthly bank reconciliations, made deposits to banks, journal entries, reclassification of entries, attained familiarity with ADP EasyPayNet payroll functions, and made payroll journal entries.

Performed time-sensitive tasks for clients and manager, interfaced with high-net worth clients' vendors to ensure anonymity. Executed specifically requested tasks, correspondence, served as backup personnel for administrative staff and tax secretary.

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## EDUCATION and CERTIFICATIONS

- **Los Angeles Pierce College, Woodland Hills, CA**
  - **Graduated June 2019 with three Associates degrees:**
    - **AA - Arts and Humanities**
    - **AA - History**
    - **AA - SBS**
  
- **California State University, Northridge – in attendance**
  - **Bachelor's Degree in History**
  
- **QuickBooks Online Certified ProAdvisor**

[Intuit QuickBooks ProAdvisor Profile](#)