



GERALDINE C. LIVINGSTON

ACCOUNTING, FINANCE & TAX PROFESSIONAL

Mobile (818) 424-1165 • Santa Clarita, CA 91387

www.geraldinelivingston.com



** Serving the Santa Clarita Valley and Northern Los Angeles area for more than 20 years **

I offer quality professional services at reasonable rates with extensive experience in all aspects of accounting, finance, tax, payroll, & internal and external audits.

ACCOUNTING SERVICES (ON-SITE)

- Provide on-site services for all types of business entities including corporations, partnerships, sole proprietorships, and individuals
- Set-up of accounting books and records for a new business
- Prepare cash or accrual basis financial statements with balance sheet and expense account reconciliations and supporting documentation, including closing entries
- Maintain all books and records for existing businesses providing in-depth G/L account analysis, preparation of bank reconciliations, journal entries, processing cash receipts, accounts receivable, customer billings, maintaining customer ledgers, handling disbursements, and maintaining accounts payable ledgers
- Process payroll including 401(k), preparation of quarterly & annual tax returns and reconciliations, handling related audits, & preparation of year-end W-2 & 1099 forms
- Prepare quarterly & annual local, state, and federal tax compliance filings including all correspondence, handling internal and external audits, and related tax matters

SKILLS AND QUALIFICATIONS

- Well-organized and detail-oriented with superior analytical and problem-solving skills
- Proven ability to manage multiple tasks and to prioritize in a fast-paced environment
- Excellent verbal and written communication, presentation, and interpersonal skills
- Advanced skills in designing & customizing reports, supplemental schedules, and required documentation
- Accomplished in handling ad hoc projects and meeting deadlines ahead of schedule
- Proficient in many software systems including but not limited to: Windows 7, Vista, XP, Microsoft Word & Excel, VISTA accounting for the entertainment industry, MYOB, Peachtree, TaxCut, Paychex, ADP, ATB
- Accelerated skills and competency in adapting to and utilizing industry-specific computer software systems

I possess a very broad background and highly-skilled level of expertise for a variety of business entities, and I have enjoyed working with small business owners to large-sized companies including multi-million dollar television, film, and post-production sound companies, CPA firms, a multi-million dollar national restaurant chain, a property management firm, commercial corporations as well as private industry. I can work well independently or as a valued member of your team.

Let me know how I can assist you with your accounting needs.