

# LILIANE KONISSI

Bookkeeper • QuickBooks Online Specialist • Intuit Certified

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## PROFESSIONAL SUMMARY

Intuit-certified Bookkeeper and QuickBooks Online Specialist with demonstrated expertise in full-cycle monthly bookkeeping — from bank feed review and transaction categorization through accounts receivable/payable management, bank reconciliation, and financial statement analysis. Consistently achieves zero-variance reconciliations and delivers clean, audit-ready records that give business owners an accurate view of their financial position. MBA-educated professional with a disciplined, process-driven approach and a track record of clear communication with clients and stakeholders.

## CORE BOOKKEEPING SKILLS

QuickBooks Online	Bank Feed Review	Transaction Categorization
Accounts Receivable	Accounts Payable	Customer Invoicing & Payments
Bank Deposits	Business Expenses	Vendor Bill Management
Account Reconciliation	Financial Reporting	Month-End Close Support

## CERTIFICATIONS

Intuit Bookkeeping Certification	Intuit	July 2025
QuickBooks Online Certification – Level 1	Intuit QuickBooks	July 2025
QuickBooks Online Certification – Level 2	Intuit QuickBooks	July 2025

## BOOKKEEPING PORTFOLIO EXPERIENCE

### Monthly Bookkeeping Workflow Project | QuickBooks Online – Craig’s Design & Landscaping (Sample Company) 2026

- Delivered a complete end-to-end monthly bookkeeping cycle covering bank feed review, income/expense categorization, vendor bill entry, customer invoicing, bank deposits, account reconciliation, and month-end summary reporting.
- Applied accurate transaction categorization across 6+ QuickBooks account types (Equipment Rental, Automobile, Office Expenses, Job Materials, Bank Fees, Sales Income), ensuring reliable Profit & Loss reporting.
- Tracked and resolved \$5,281.52 in Accounts Receivable: applied customer payments to open invoices, confirmed deposit totals before bank matching, and prepared A/R Aging analysis identifying \$1,525.50 in overdue balances (1-90+ days).
- Managed \$1,602.67 in Accounts Payable: entered and reviewed vendor bills, monitored due dates, and prepared A/P Aging analysis to prioritize \$847.67 in current and near-due payments and prevent late fees.
- Achieved \$0.00 reconciliation variances on both Checking and Mastercard accounts, confirming all cleared transactions and statement ending balances matched QuickBooks records with full accuracy.
- Analyzed Profit & Loss statement (revenue \$10,200.77 | net income -\$741.93) and Balance Sheet (assets \$21,611.91 | liabilities \$31,991.34) to assess financial position and surface reporting discrepancies.
- Cross-validated financial report balances using Transaction Detail by Account across 6 account categories, catching and resolving categorization errors before month-end close.
- Designed and published a professional portfolio website ([lilianebooks.site](http://lilianebooks.site)) documenting each workflow task with screenshots, written analysis, and business-value explanations to showcase real-world bookkeeping competency.

## ADDITIONAL PROFESSIONAL EXPERIENCE

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### Operations, Documentation & Client Support | Various Roles

Recent

- Processed and maintained accurate financial and operational records across fast-paced environments, applying rigorous attention to detail to catch errors, resolve discrepancies, and ensure data integrity.
- Coordinated with customers and internal teams to manage time-sensitive requests, produce clear documentation, and consistently deliver organized, audit-ready work products.

## TOOLS & TECHNOLOGY

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QuickBooks Online • Microsoft Excel • Google Sheets • Bank & Credit Card Statements • Invoices & Vendor Bills • Financial Statement Review • PDF Report Preparation

## EDUCATION

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**MBA / Master in Management** – ESSEC Business School, Douala, Cameroon

2015

*Portfolio project uses QuickBooks Online sample company data only — no confidential client data is included.*