

Michelle M. Lynxwiler

Michelle is a detail-oriented accounting professional with more than 30 years of experience providing comprehensive accounting and bookkeeping support to small and mid-sized businesses. Her background includes hands-on management of full-cycle accounting, payroll, multi-state sales and use tax reporting, and intercompany transactions across manufacturing, consumer products, professional services, and real estate organizations.

Credentials & Expertise

Expertise

- ◆ Payroll & Payroll Taxes
- ◆ Multi-State Sales & Use Tax Reporting
- ◆ Bank Deposits & Reconciliation
- ◆ Journal Entries & Financial Statements
- ◆ Accounts Payables & Receivables
- ◆ International and Intercompany Accounting

Industries

- ◆ Manufacturing
- ◆ Consumer Products
- ◆ Professional Services
- ◆ Real Estate

Achievements

- ◆ Control full set of books for \$10M company.
- ◆ Oversee intercompany transactions and account reconciliations, support accounting staff, manage/maintain chart of accounts and sub-accounts, manage distributor commission calculations and payments, and ad hoc reporting.

Highlights

- ◆ **SeneGence International Inc.**, Senior Accountant
- ◆ **Town Centre Car Wash Company**, Full Charge Bookkeeper

Technical Proficiency

◆ QuickBooks	◆ Excel
◆ Accumatica ERP	◆ Word
◆ Account Edge (MYOB)	◆ Photoshop
◆ Quicken	◆ In-Design
◆ SQL/R-Script	◆ Illustrator

Education

- ◆ **Associate's Degree**, Accounting, Irvine Valley College
- ◆ **Associate's Degree**, Graphic Design, Brooks College

For over 15 years, BGA has proudly filled the gap that often exists between accounting firms striving to maintain independence and their clients. We understand the compliance requirements and needs of our public and private clients. Our unwavering commitment to excellence has enabled us to assist thousands of domestic and international companies with everything from complex M&A transactions to IPOs and technical accounting for financial reporting.

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Experience



SeneGence International Inc. ◆ Senior Accountant – 2017 to Present

- ◆ Perform monthly balance sheet account reconciliations and assist with monthly close processes, including review of financials.
- ◆ Coordinate with operations to ensure international pricing and quantities for all sales to subsidiaries are reconciled.
- ◆ Review shareholder and employee credit card transactions and assign proper GL account. Upload transactions to Acumatica and reconcile AMEX payable account.
- ◆ Manage monthly commission calendar and send timeline for completion of commission calculation and payout to various departments and executives.
- ◆ Record donation activity and manage inventory for The MakeSense Foundation, a nonprofit organization.
- ◆ Complete fixed assets and depreciation schedule, prepaid amortization schedule, related party confirmation report, and shareholder notes.

Town Centre Car Wash Company ◆ Full Charge Bookkeeper – 2009 to Present

- ◆ Oversee all phases of accounting (AP, AR, inventory, deposits, bank reconciliation, journal entries, financial statements, payroll, payroll taxes, sales tax, etc.), assist office staff and the president/owner.
- ◆ Prepare accurate financial statements for president/owner and CPA.
- ◆ Convert accounting software from AccountEdge (MYOB) to QuickBooks.
- ◆ Establish and maintain efficient filing system and month end closing procedures.



South Shore Building Services ◆ Staff Accountant – 2009 to 2012

- ◆ Assist controller in all phases of accounting: AP, AR, bank deposits, bank account reconciliation, journal entries, general ledger and payroll.
- ◆ Utilize ADP online payroll services.



Open Sky Wilderness Therapy ◆ Office Manager – 2006 to 2008

- ◆ Supervise and support administrative and accounting staff, streamline procedures, purchase and maintain all office/network equipment (telephones, computers, laptops, copiers, cell phones, etc.).

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Experience

- ◆ Assist executive director, admissions director, three naturopaths, and six therapists with ad hoc projects.
- ◆ Establish office/company procedures for this start-up company.
- ◆ Supervise administrative and accounting staff.



Coast Hardware ◆ Full Charge Bookkeeper – 2002 to 2005

- ◆ Control full set of books for \$2M company. AP, AR, cash receipts, bank reconciliation, journal entries, general ledger, financial statements and payroll.
- ◆ Restructure inventory and receive reports that successfully resulted in reducing inventory shortages.



ASSE INT'L
Asse Int'l H.S. Student Exchange Programs ◆ Executive Assistant & Operations Manager – 1995 to 2001

- ◆ Assist president with correspondence between international affiliate offices, liaise between employees, affiliate offices and president, arrange travel and hotel accommodations, write office memos/policies, organize and manage company-hosted conferences and board meetings.
- ◆ Answer phones, create and update company forms, purchase office supplies and equipment, supervise administrative staff, and oversee building maintenance.



EurAupair Int'l Cultural Exchange Programs ◆ Senior Accountant – 1994 to 1995

- ◆ Assist controller in all phases of accounting: AP, AR, cash receipts, bank deposits, bank reconciliation, invoicing, journal entries, general ledger, and payroll.

Contact Us

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