



## **Melissa McCray, NP**

*Consultant*

### **ABOUT MELISSA**

Melissa is a highly skilled and versatile professional who brings 25+ years of bookkeeping, accounting, and office management experience based upon her roles as a full-charge bookkeeper, accounting and office manager, executive assistant, and self-employed bookkeeping and payroll service provider. She has served organizations ranging in size from small businesses to publicly held global companies while working in private industry and at a firm providing accounting and tax services to the public.

A problem solver with strong organizational skills and attention to detail, Melissa is proficient in accounts receivable, accounts payable, account research and reconciliations, payroll and commissions, journal entries, and financial statement preparation. Additionally, she is adept at cash and bank account management, processing credit card bills, maintaining escrow accounts, and recordkeeping and reporting for tax and other regulatory compliance purposes, including sales tax, unclaimed funds, and workers' compensation. Her accounting and ERP software experience includes QuickBooks, SAP and Oracle.

Melissa is a self-starter who enjoys implementing process improvements to ensure procedural and financial reporting consistency throughout an organization's accounting department. Whether leading a team or supporting one, she is an excellent communicator committed to providing quality solutions for all Kaiser Consulting clients.

### **INDUSTRY EXPERIENCE**

Construction, Manufacturing, Professional Services, Property Management, Real Estate, Religious Organizations, Retail, Service

### **EDUCATION**

- University of Maine at Presque Isle, Bachelor of Arts in Business Management

### **CERTIFICATIONS**

- NP – Notary Public – Ohio