

Anastasia Volkova

Bookkeeper | QuickBooks Online Certified

volkova.workpost@gmail.com +1 (325) 238-9424 [linkedin.com/in/siavolkova](https://www.linkedin.com/in/siavolkova) siabookkeeping.com

Remote · based in Almaty, Kazakhstan · available during US business hours

SUMMARY

Bookkeeper for small US businesses, Intuit QuickBooks Online certified (Level 1 and 2). Closed a full practice quarter from 70 source documents and 77 bank transactions to a balanced Trial Balance, Balance Sheet and P&L. Brings 6 years of remote work in FinTech and EdTech product teams: strict specifications, deadlines and process automation.

SKILLS

- **Bookkeeping:** journal entries, accounts payable and receivable, bank and credit card reconciliation, Undeposited Funds, payroll entries and accruals, sales tax liability
- **Close and reporting:** adjusting entries, prepaid expenses, depreciation (straight-line), loan amortization, FIFO inventory and COGS, Trial Balance, Balance Sheet, Profit & Loss
- **Accounting basis:** accrual and cash basis, US GAAP fundamentals
- **Tools:** QuickBooks Online, Excel, Google Sheets, n8n and AI tools for workflow automation

EXPERIENCE

Bookkeeper — Training & Practice Projects

Jan 2026 – Present

Self-employed, Remote

- Closed Q1 2026 for a practice company (interior design studio and door reseller, accrual basis) in a manual general ledger built in Google Sheets.
- Posted 70 source documents (vendor bills, customer invoices, credit memos) and recorded 77 bank transactions, matched to open bills and invoices.
- Ran every vendor and customer payment through A/P and A/R, so open balances flagged missing receipts and short payments.
- Recorded the credit card statement without double-counting payoffs, and routed paper checks through Undeposited Funds; booked a customer prepayment to Unearned Revenue.
- Built schedules for FIFO inventory and COGS, straight-line depreciation, loan interest vs principal and payroll accruals across month-ends.
- Produced a Trial Balance, Balance Sheet and P&L, and a client request listing 9 payments (\$5,831.55) with missing receipts and one open customer balance. [Case study](#)
- Currently completing a full monthly close project in QuickBooks Online.

Digital Assets Specialist

Aug 2022 – Jul 2025

UULA (EdTech, Kuwait), Remote

- Managed end-to-end production workflows in the core product team, delivering to strict specifications and release deadlines.
- Introduced AI tools into the production pipeline, cutting the turnaround cycle from several weeks to one week.
- Automated recurring parts of the team's daily routine, noted by the direct manager in a LinkedIn recommendation.

Digital Assets Specialist

Aug 2019 – Sep 2021

Dataduck (FinTech trading platform), Remote

- Produced educational and onboarding materials for a global FinTech trading platform, gaining working knowledge of digital financial services.
- Built a localization system for content in 10 languages, cutting localization production costs by 40%.

CERTIFICATIONS AND TRAINING

- **Intuit QuickBooks Certification Level 2** — Intuit ProAdvisor, Oct 2026 · [Verify](#)
- **Intuit QuickBooks Certification Level 1** — Intuit ProAdvisor, Oct 2026 · [Verify](#)
- **US Accounting and Bookkeeping program** — Full accounting cycle, 2026
- **Tax Accounting** — AccountingSchool.online, in progress

EDUCATION

Saint Petersburg State University of Finance and Economics

2010 – 2014

Bachelor's degree

LANGUAGES

English — professional working proficiency · Russian — native