

# KATE YORK

## VIRTUAL BOOKKEEPER & ASSISTANT

www.justbeachyva.com

kateyork@justbeachyva.com

805-888-7035

*Hiring me to do your accounting just adds up!*



### ACCOUNTING SERVICES OFFERED

- Bookkeeping
- Invoicing
- AR/AP Management
- Property Management Accounting
- 1099s

### ORGANIZATIONAL & ADMIN SERVICES OFFERED

- Property Management
- Calendar Management
- Appointment Scheduling
- Dropbox/Google/One Drive Organization
- Email Inbox Management
- Create & Manage Spreadsheets
- Prepare PowerPoints
- Edit & Proofread
- Data Entry in MS Office/Google Docs

### SOFTWARE

- AppFolio
- Canva
- Google Suite
- Gotomypc
- LiveRez/Live Trust
- MS Office Suite
- QuickBooks
- Quicken
- Webex
- Zoom

### VOLUNTEERISM

I am the volunteer chairperson for Young Life South County, San Luis Obispo. My husband and I have been involved in this youth ministry in a voluntary capacity for over 19 years. I have planned, coordinated and chaired many fundraisers and banquets in my volunteer role.

### EDUCATION

CSU Sacramento, B.S. Criminal Justice

### TESTIMONIALS

*Kate has been my bookkeeper and assistant for over three years now. She set up a new accounting system and implemented it with ease. She was able to automate all of our accounts and update our processes to include QuickBooks Online. Kate completed a digital filing project that consolidated 20 years of records. Besides accounting work, she assists with customer accounts and also manages a customer support inbox for my company. Having her as a virtual assistant has given me the time to pursue new clients since she streamlined our accounting procedures.*

Stewart Morse  
President, OPEN-LINE

*Kate was my contracted office manager and bookkeeper for over 10 years and has been back with me for over a year. She implemented invoicing procedures which alleviated past customer payment issues. She is currently helping me update legal documents across 7 states and working with me to improve all my processes. I'm so glad to have her back!*

Deanna Bowa  
President, Superior Corporate Housing, Inc.

### ABOUT ME

I am a California native and have been proud to call the Central Coast my home for the past six years. My co-workers are my two rescue dogs, Faith and Buddy. My favorite pastimes include paddleboarding, hiking, dancing and walking my dogs with friends.