





# Marina Dooley

Certified Bookkeeping Professional



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## PROFESSIONAL SUMMARY

As an experienced bookkeeper with a focus on payroll, reconciliations, and financial compliance, I assist businesses in maintaining accurate, **audit-ready records**. Skilled in QuickBooks Online and financial reporting, I ensure tax compliance, improve cash flow management, and streamline accounting processes for growing businesses.

## SKILLS

- \* Bookkeeping/Accounting
- \* AR/AP Management
- \* 280E & Compliance
- \* Cash Management
- \* Inventory Managements
- \* Payroll & Sales Tax Services

## CERTIFICATION & CONTINUING ESDUCATION

Valid through 2025

- \* Certified QuickBooks Advanced Pro Advisor
- \* QBO Level 2 & QBO Payroll Certified
- \* Member, National Association of Cannabis Accounting & Tax Professionals (NACAT)

## EXPERIENCE

### GreenEdge CFO, LLC

Bookkeeping & Payroll Specialist

2020-2025

- \* Maintained financial accuracy and compliance by reconciling bank statements, tracking expenses, and managing payroll in QuickBooks Online—ensuring precise **cash flow management** and **proper cost allocation** to help business owners stay **compliant** and **maximize profitability**.
- \* Streamlined financial processes to **reduce errors, improve reporting efficiency**, and **support audit readiness**.
- \* Managed cash flow forecasting and budgeting, helping business owners **make informed financial decisions**.
- \* Processed payroll and tax preparations, ensuring **timely compliance with regulatory deadlines**.
- \* Optimized **280E compliance** by accurately segregating non-deductible expenses, **reducing tax liability** and ensuring proper documentation for audits.