

LeAnn M. Fuchs

204 15th Avenue NE • Jamestown, ND 58401 • 701.320.5965 • nlfuchs@daktel.com

Education

Bachelor of Accountancy

University of North Dakota

Grand Forks, ND

Experience

Owner / Consultant

Business Support Services, Inc.

Jamestown, ND

2005–current

- Payroll accountant
- Bookkeeping services
- QuickBooks ProAdvisor

Financial Secretary

Atonement Lutheran Church

Jamestown, ND

2011–current

- Responsible for all financial duties including accounts payable, bank reconciliations, payroll, budgets and providing reports to council

Staff Accountant

Schauer & Associates, PC

Jamestown, ND

2002–2018

- Payroll accountant
- Bookkeeping for various write-up clients including accounts receivable and accounts payable, bank reconciliations and quarterly tax returns
- Prepare federal and state reports for fuel excise taxes for petroleum distributor
- Compile financial statements
- Set up business accounting systems for implementation
- Tax preparer for corporations, partnerships and individuals
- Assist as field auditor for medical, commercial and governmental entities

Administrator

Northern Plains Rehabilitation, Inc.

Fargo, ND

1991-97

- Annual cost reporting
- Financial statement preparation
- Maintained certification of rehab agency
- Coordinated certification of new rehab sites

Finance Director

Central Dakota Nursing Home

Jamestown, ND

1990-91

- Annual cost reporting
- Accounts Receivable

Personal Interests Spending time with family, trying new recipes, and gardening.