



NOLA Bookkeeper

NOLA BOOKKEEPER

ADMINISTRATIVE CONSULTANT

ABOUT ME

My name is Leslie Molson.

I'm a versatile business professional with more than 20 years of experience.

I am an ICBUSA Certified Associate Bookkeeper and a Certified QuickBooks™ Online Pro Advisor.

EXPERTISE

Bookkeeping

Payroll

Human Resources

Accounts Payable/Receivable

Business Entity Registration

Records Management

Organization

Software Training & Support

EXPERIENCE

PRINCIPAL AND OWNER • NOLA BOOKKEEPER LLC • 2017–PRESENT

OFFICE MANAGER • WWOZ • 2012–2017

Provided administrative support to the general manager, C-level executives, directors, and staff of WWOZ, a non-profit community radio station in New Orleans.

BUSINESS MANAGER • FRONT INC • 2007–2012

Sole administrator responsible for all bookkeeping, client invoicing, collections, and human resources for a 20-person engineering consulting firm.

OPERATIONS MANAGER • CBS NEWS • 2001–2006

Provided key administrative support for the *CBS Evening News with Dan Rather*, *60 Minutes*, and *48 Hours*.

PRODUCER • CBS NEWS • 1997–2001

Wrote and produced weekly segments on personal finance, education, cultural topics, and breaking news. Booked live music performances and author interviews.

EDUCATION

B.A. • SARAH LAWRENCE COLLEGE

Classics (Ancient Greek & Latin), anthropology, creative writing.