

PAULA MACK

Senior Accountant



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paulam@cpn-legal.com

EDUCATION

Xavier University -
Cincinnati, OH
Bachelors Degree

SKILLS

Bookkeeping
Quickbooks
Clio
Payroll
Accounts Receivable
Accounts Payable

FUN FACT

Neither Paula nor her husband are red heads but both of their children are!

ABOUT PAULA

Paula Mack is one of CPN Legal's Senior Accountants. Driven by her desire to be a part of a growing small business, Paula brings a wealth of experience to the CPN Legal team. In addition to her extensive work in financial and managerial roles, Paula's degree in English gives her a unique perspective that allows her to build clear and concise communication with our clients. Paula has developed strong skills in QuickBooks and other cloud-based bookkeeping software making her an asset for our team and our clients.

Like many members of the CPN Legal team, Paula is an Ohio native and a Xavier University alum. The proud mother of two, Paula enjoys taking a moment to herself to read and catch up on the news. You can bet that her perusal of the news will include a stop at the sports section. Not only is Paula an avid basketball fan, she spends her time enjoying tennis, and traveling with her son's volleyball team for tournaments.

TURN TO HER FOR:

- Assistance with cash flow reports
- Month end reconciliation and financial reporting
- Trust Account reconciliation
- Payroll and Vendor bill payments
- Client invoicing and payment processing

PROFESSIONAL SUMMARY

Accounting professional with over 17 years of experience. Varied career includes bookkeeping, accounting, and human resource functions for small business. Consistent focus on problem solving with an emphasis on making processes more effective and efficient while promoting greater accuracy.

PAST ROLES

Yeti Resoration- Milford, OH – Financial Manager

Fifth Third Bank. - Cincinnati, OH – Project Manager & Financial Manager

Olsten Temporary Services. - Cincinnati, OH – Assistant to the Comptroller

MEET CPN LEGAL

CPN Legal commits to being results-driven by measuring their ability to reduce attorney involvement in operational activities while at the same time increasing a law firm's efficiency and profitability. Focusing on serving the needs of solo practitioners and small firms, CPN Legal offers the following services: Outsourced Bookkeeping, Legal Practice Software selection and implementation, and Practice Start-Up.

