

## Deb Shepherd



**Location:** Trafalgar VIC  
**Role:** Bookkeeper  
**Proficiencies:** MYOB, Q/books, Reckon, Microsoft Office  
**Security:** National Crime Check Cleared [Why is this important?](#)

If you would like a brief chat or to schedule an online meeting, then call and ask to speak with me. [1300 0 2227 0](tel:1300022270)

Let's Chat

**Get an instant Quote** [Get an Instant Cost Estimation Now](#)

To be able to provide you with a relatively accurate quote, we will need you to provide some core information that is used for this purpose only.

We suggest you have the bank statements or closely estimate the number of transactions on all business bank accounts and credit cards for the last three months.

### Deb Shepherd has the following skills, attends regular skills maintenance training, and the support of a diverse team of bookkeepers and accountants with a wide range of skills

- ✓ Accounts Payable
- ✓ Accounts Receivable
- ✓ BAS and IAS
- ✓ End-to-end Bookkeeping
- ✓ Xero Software Proficient
- ✓ Payroll Processing
- ✓ MS Word & Excel Proficient
- ✓ Financial Reporting
- ✓ Bad Debt Collection
- ✓ Administration Services
- ✓ Sole Traders & Small Business
- ✓ Bank Reconciliations
- ✓ Service with a smile

## Introducing Deb Shepherd

A high achiever, Deb Shepherd has a background in finance, working for the National Australia Bank for 10 years where she lifted branch audit and compliance from 51% to 91.6% and exceeded customer satisfaction goals. Deb's experience also stems to Disability Employment Services and Employment Services – these being under contract to the Australian Government. Also, HR and a Payroll outsourcing service.

Deb's list of qualifications is extensive with her Certificate IV in Accounting and Bookkeeping, Certificate IV in Small Business Management and Certified Intuit QuickBooks Online Pro Advisor. She also has qualifications in Mental Health, Reverse Marketing and Community Services Work. She received a High Distinction in Accounting to Trial Balance, completed a taxation course with H&R Block and is a Tier 2 representative with Australian Financial Services.

Deb Shepherd prides herself on her excellent customer service and communication skills. Adept at developing and maintaining detailed administrative and procedural processes, Deb strives to reduce redundancy, improve accuracy and efficiency, and help you to achieve your business objectives. **Ready to support you and your staff in any training needed in your bookkeeping and organisational systems, Deb will quickly become a real asset to your business.**

**No matter what software programs you are running Deb Shepherd is ready to help with experience in QuickBooks, Reckon, MYOB and Xero.** She is also well skilled in Microsoft Word, Excel, PowerPoint and Outlook. With an excellent grasp of computer systems and software, Deb has a good understanding of WordPress, building websites and planning and executing digital marketing campaigns.

**Well versed in Policies and Procedures, Risk Management, and Compliance** – Deb Shepherd is happy to help sole proprietors overcome complexities and issues in these areas. Her knowledge is extensive and her suitability to a wide variety of industries most advantageous. With the ABBS team to back her up with a wide range services Deb is keen to assist a variety of businesses.

As a current member, previous Board member and Treasurer of the Australian Association of Virtual Professionals Deb Shepherd has the integrity, honesty, trustworthiness and talent to help you take your business to the next level.

Remember, it cost nothing to chat, so pick up the phone and call me now on 1300 0 ABBS 0 ([1300 022 270](tel:1300022270)) for affordable bookkeeping services that support your business

**General Bookkeeping**

**BAS Services**

**Payroll Processing**

**MYOB Specialist**

**Legal Bookkeeper Services**

**ASIC Services**

### Popular Points of interest

- Why a bookkeeper is good for business (Video)
- Accounting file recovery (Video)
- Saving on Bookkeeping Costs (Video)
- About ABBS
- Frequently Asked Questions

### Our Most Popular Services

- General Bookkeeping
- BAS Services
- Bookkeeping Recovery Services
- Legal Bookkeeping
- Payroll Processing

### Why Use ABBS?

- ✓ High level of knowledge and skill
- ✓ Capable of providing periodic business analysis, STP Payroll, BAS
- ✓ Remote access anywhere, or onsite visits
- ✓ We are registered BAS Agents
- ✓ Disaster Recovery

### Bookkeeping Services

- General Bookkeeping
- BAS Services
- Payroll Processing
- MYOB Specialist
- Legal Bookkeeper Services
- ATO Lodgement Dates
- ASIC Services

### Contact Us

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Bookkeeper Login