



## Debbie Giroux Background, Experience, & Education

### Owner, ETJ Accounting & Payroll Services, LLC

#### DEBBIE GIROUX Owner

Jacksonville, Florida  
(904)477-8673  
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I help small business owners, churches, and non-profits succeed by providing services and training that enable owner/executives to have timely, relevant, and reliable financial information.

ETJ...Enjoy The Journey. My goal is to provide you with solutions that free you up to achieve your dreams.

- After working with several organizations assisting with their bookkeeping and financial reporting needs as an employee, independent contractor, volunteer, and friend, I saw a pattern.
- While software has come a long way, unless you are trained in bookkeeping, accounting, or payroll processing, the end results used for decision making is often unreliable, untimely, and unclear.
- In January, 2016, I started ETJ Accounting & Payroll Services, LLC to meet the need of smaller organizations with part-time bookkeeping needs.
- It's always been a passion of mine to see others achieve their dreams. This is my way of using my talents to serve the world.

### Bookkeeping & Payroll Processing Experience

Isle of Faith United Methodist Church & Preschool, 5/2001-1/2016

Christ United Methodist Church 10/2012 – 5/2014

- Set up and established accounting system that upon arrival was in disarray.
- Full Charge Bookkeeping. Accounts Payable, Receivables, Bank and Credit Card Reconciliations, Donor Reporting, Capital Expense & Loan Adjustments, Trial Balance, Profit & Loss, Balance Sheets.
- Paycheck processing. Benefit & deduction administration. 941 Quarterly Payroll Tax Preparation; Annual 1099 and W-2 preparation.
- Management advising. Budget creation. Variance and trend analysis. Presented to Boards and assisted in decision making.
- Denominational Report preparation.

### Management & Other Relevant Background

Prudential Insurance Company of America, 1988-2001, General Manager

- **Corporate NJ, Tax Department: Established policy, developed rules and procedures. Trained regional offices.**
- **Regional Home Office, Jacksonville, FL: Managed Tax Department, Created & Managed to budget, established and led departments to achieve mission, strategy, and goals. Created and managed action plans. Highly ranked executive.**
- **Licenses & Specialized Education: NASD Series 22 & Series 6. CLU, ChFC. Masters level Project Management classes offered in partnership with George Washington University.**

## Education

- University of Oregon, B.S. Finance, B.S. Management
- Dallas Theological Seminary: Master of Theology - current
- Completed & Taught Financial Courses: Crown Financial Ministries & Dave Ramsey's Financial Peace University.

## References:

Full letter and additional references available upon request:

**“...In just a few days she took a bookkeeping nightmare and prepared accurate financial reports....she is efficient, proactive, and responsible...not only are her job skills outstanding, but she possesses exemplary moral character as well.” Anella Oakes, Isle of Faith Child Development Center**