



## **BRENDA HOXIE**

### **Qualifications and Background**

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Brenda joined the Cooper Norman team in 2007 as the firm bookkeeper and in 2008 became the Firm Administrator of Cooper Norman Certified Public Accountants. Brenda's duties include coordinating overall administrative and management aspects of Cooper Norman with offices in Twin Falls, Idaho Falls and Boise.

- Financial Statement Preparation
- Payroll Preparation and Reporting
- Human Resources
- Employee Benefits
- QuickBooks accounting

Prior to joining Cooper Norman, Brenda worked as a para-professional with another accounting firm and as a pharmacy technician in Twin Falls.