



# Jeni Freeman

## Qualifications and Background

---

Jeni Freeman joined Cooper Norman in November 2008. Jeni has 15 years of accounting experience that includes monthly bookkeeping services, accounts payable, accounts receivable, preparation of payroll, payroll reports, and compiling financial statements.

As a para-profession at Cooper Norman, Jeni's responsibilities have included monthly accounting, bank reconciliations, data entry, payrolls, payroll reports, processing Section 125 Cafeteria claims, 401(k) reports, time and billing, processing and E-filing tax returns, typing financial statements, and various other office duties. Jeni currently serves on the Accounting and Auditing committee of the firm.

Jeni attended accounting classes at LDS Business College graduating with an associate degree in accounting. She will continue attending courses offered through Cooper Norman's in-house continuing education classes.