



## Peggy Tuttle

### BILLING MANAGER

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### CONTACT

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### ADDRESS

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### WEBSITE

[WWW.CNDCPA.COM](http://WWW.CNDCPA.COM)

## Biography

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### PROFILE

Peggy Tuttle, billing manager, joined Cole, Newton & Duran CPAs in 2016 and is responsible for managing the firm's billing department. She has over 19 years of experience working as an administrator assistant in public accounting.

Prior to joining the firm, Peggy worked as an assistant to Michael G. Thomas CPA. Before working in public accounting, she was a supervisor at Pepperidge Farm specializing in communications, team building, problem solving, and quality control.

### SPECIFIC EXPERIENCE

- Design a uniform billing system for each service line department
- Balance monthly revenue from each respective practice area
- Specializes in client relations, billing, and document management
- Performs a variety of procedures including QuickBooks data entry and research
- Experienced in the preparation of 1040 tax filings for individuals
- Coordinates paperwork for setting up Articles of Incorporation and all online EIN numbers and financial statement formatting
- Prepares engagement letters for new projects and clients
- Analyze client IRS or state notices and prepare required correspondence
- Assist staff accountants as requested including data entry, typing letters, and spreadsheets