

Capabilities

Accounting Processes
Accounts Payable
Accounts Receivable
Audit Schedule Management
Balancing Books
Benefits Administration
Cash Flow Charts
Cash Receipt Management
Closings—Month, Quarter, Year
Corporate Credit Cards
Disbursements
Employee Pension Enrollments
Financial Statements & Reports
Fund Allocation
General Ledger
Insurance Administration
Monitoring & Reducing Costs
Payroll Processing
Reconciliations — Funds, Bank Statements
Special Projects
Tax Regulations and Reports—City, State, & Federal
Tax Preparation & Filing
Watch-Dogging Payables and Receivables
401(K) Administration

Testimonials

"Commended for leadership, teamwork, and effectively monitoring costs and productivity."

- The American Hospital Association and peers

The quality of work is excellent, and can be relied on for its accuracy and dependability."

"An excellent attitude and adheres to instructions, rules, procedures, and regulations."

"Seeks out ways to document and improve methods to accomplish her tasks."

"Can always be counted on to accomplish the task."

Demonstrates an outstanding attitude and willingness to serve all levels of staff at the institute."

"Continues to demonstrate excellent dependability."

"I am quite pleased with productivity, as well as ongoing pleasant attitude. A good help to me."

- Finance Director

Accounting Accurately

(253) 581-7145

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Qualifications

Accomplished Senior Accountant with 25 years of success defining, implementing, and establishing financial processes and management controls.

Increases organizational efficiency, effectiveness, accountability and profitability.

Problem-Solver

Applies an "owner mentality" to fiscal management and company viability.

Track record of achieving financial turn-arounds, streamlining accounting.

Improves bottom-line profitability.

Cross-Functional

Adept at setting goals; prioritizing; monitoring and assessing business strategies.

Skilled at coordinating human resources, customer relations, and accounting.

Delivers accurate and timely results.

Articulate Communicator

Easily translates complex concepts into actionable information for any audience.

Trained and mentored assistants to be adept bookkeepers for 3 different organizations.

For one, trained an employee with no prior experience to be an autonomous, accurate, and thorough bookkeeper.

Selected Client List

PACIFIC NORTHWEST DIABETES RESEARCH INSTITUTE
Seattle, WA

GERRISH BEARING COMPANY
Tacoma, WA

BURKE'S OFFICE EQUIPMENT
Puyallup, WA

THE WAY INTERNATIONAL
Indiana & Ohio

ARCHIBALD-SHEPARD BUILDERS
Boston, MA

THE NEW LONDON HOSPITAL
New London, NH

JOHN SUMMERS, INC.
Dublin, NH

MANCHESTER MANAGEMENT
Grantham, NH

Education

BA, Economics/Accounting
Samford University, Birmingham, AL

BA, Leadership
The Way College, Rome City, IN

Certifications

- QuickBooks Mastery
- MIP Accounting
- ADP Payroll
- Excel

Additional Skills

- Microsoft Word
- Outlook
- Word Perfect