



May Thompson-Lehto

Qualifications Summary

Experienced accounting professional with over twenty years of successful management experience in various industries including software, records management, law firm, food brokerage, consulting, non-profits and financial services. Strong skill set including accounting and department management, cash receipts and disbursements, accounts payable and receivable, and cash management.

Core Expertise

Policy & Procedure Documentation • Accounting System Setup • Financial Statement Reporting • Audit Experience • Internal Controls Development • Payroll & Payroll Taxes • Software Implementations • Job Costing • Inventory Management • Human Resource Management • Forecasting • Forensics • Budgets

Professional History

ASP	Consultant	2018 - Present
MTL Services LLC	Contract Bookkeeper	2018 - Present
PayQwick Inc.	Chief Compliance Officer	2015 - 2017
Moneytree Inc.	Compliance Department	2003 - 2014
	Accounting Manager	2000 - 2003
Strut Tech / First Tour	Controller	1998 - 2000
United Sales and Marketing	Accounting Manager	1996 - 1998
Robert G Taylor & Associates	Accounting Manager	1994 - 1996
Taylor & Kahn	Accounting Manager	1992 - 1994
Curtis Archives	Accounting Manager	1991 - 1992
Graphicus	Accounting Manager	1989 - 1991
Kasama & Company, CPAs	Staff Accountant	1988 - 1989
NR Smith & Associates CPAs	Staff Accountant	1987 - 1988
Ralph Guthrie Co.	Full Charge Bookkeeper	1985 - 1987

Accomplishments

- Responsible for all accounting functions and financial statements for various small businesses.
- Managed auditing, tax preparation, compilation, and review services.
- Ongoing bookkeeping responsibilities for numerous businesses.

Education / Licenses / Memberships

- Bachelor of Arts in Business Administration, Washington State University
- QuickBooks Desktop/Online Certified ProAdvisor

Software

QuickBooks Online & Desktop • Quicken • Peachtree • MAS 90 • Microsoft Excel, Word, Access & Outlook