



Carol Divers

Qualifications Summary

Accurate accounting, office administration & customer service professional with 20+ years of experience in diverse industries including outsourced bookkeeping, restaurant bookkeeping, construction administration, and property management. Enjoys the challenge and reward of having a smooth and accurate accounting department.

Core Expertise

Full Charge Bookkeeping • Accounts Payable • Accounts Receivable • Bank Reconciliations • Quarterly Taxes - B&O & Payroll • Outsourced Payroll • Financial Reports • Partnership with CPA Firms to Provide All Information for Tax Preparation • Employee Benefits Administration • Cash Management • Collections

Professional History

ASP	Consultant	2012 – Present
The Herbfarm Restaurant	Accounting	2006 – 2013
		1996 – 2003
Woodman Construction	Office Administrator/Assistant Bookkeeper	2003 – 2006
Self Employed	Small Business Owner	1979 – Present
Bank of America	Teller	1974 – 1978

Accomplishments

- At multiple companies, managed all aspects of accounting and interfaced with CFO
- Cross trained in-house staff to streamline & reduce outsourcing costs
- Wrote procedures for daily routines and processes
- Set up books for multiple start-up companies
- Managed shut down of company books after an asset purchase. Handled final payments and accounts receivable including resolution of retainer arrangements.

Certifications

- Notary Public, Washington State

Software

Worked on Great Plains & Access based POS program • Proficient in all QuickBooks versions including QuickBooks Online