



## Heather Hess

### Qualifications Summary

Dynamic bookkeeper with experience in diverse industries such as hospitality, healthcare, retail, and start-ups. Proven ability to manage accounting functions, software implementations, and new business setup. A key contributor who is eager to keep accounting systems running smoothly.

### Core Expertise

Accounts Payable & Accounts Receivable • Bank Reconciliation • Cash Management • City & State B&O Taxes • Financial Statement Reporting • Forecasting • Accounting System Setup • Software Implementations • Payroll & Payroll Taxes • Inventory Management • Internal Controls Development • HR Management

### Professional History

ASP	Consultant	2017 - Present
Volterra Restaurant	Bookkeeper	2017 - Present
Zig Zag Café	Bookkeeper	2012 - Present
Queen Anne Hilltop Dental	Bookkeeper	2010 - Present
Dr. George Goll	Bookkeeper	2015 - 2017
La Bete Restaurant	Bookkeeper	2010 - 2012
Cheka Looka Surf Shop	Bookkeeper	2007 - 2008
35 <sup>th</sup> St. Bistro	Bookkeeper	2005 - 2008
Mill Creek Family Dentistry	Bookkeeper	2004 - 2005
Seattle Pacific University	Technical Accountant	2000 - 2004

### Accomplishments

- Completed setup and maintenance of QuickBooks at various clients.
- Responsible for reconciling and balancing bank and credit card accounts, accounts payable management, payroll setup and processing, monthly and quarterly tax reporting and payments, business license renewals, and general journal entries.
- Managed benefit allocation, including processing and preparing documents for payment of various employment benefits.

### Education / Licenses

- BA Business Administration, University of Washington

### Software

QuickBooks Desktop & Online • Microsoft Excel, Word & Outlook