



Janice Abdalkhani

Qualifications Summary

Highly organized and detail-focused Full-Charge Bookkeeper with track record of accurately and efficiently supporting overall accounting activities.

Core Expertise

Financial Reporting • Capital Budgets • General Ledger • Payroll • Credit & Collections • Bookkeeping • Audits • Internal Controls • Banking Compliance • Federal, City & State Tax Reporting: Monthly/Quarterly/Yearly • Accounting System Implementation • Non-Profit

Professional History

ASP	Consultant	2016 - Current
Barton Football Academy	Bookkeeper	2015 - Current
Windworks Sailing Center	Bookkeeper	2014 - Current
The Spotted Cow	Bookkeeper	2013 - Current
Apple Tree HOA	Treasurer	2011 - 2013
NCA Annual PTF Auction	Database Chairperson	2006 - 2012
USPS Postal Inspection Service	Inspector Assistant	1997 - 1998
USPS District Accounting	Bookkeeper	1991 - 1997

Accomplishments

- At Windworks Sailing Center, full-service bookkeeper: AP/AR, banking & B&O/Seattle-City Taxes.
- At Barton Football, full-service bookkeeper: AP/AR, banking, B&O and year-end 1099's.
- At The Spotted Cow, full-service bookkeeper: AP/AR, banking, payroll, and monthly/quarterly/yearly Federal, State and City tax reporting.
- At Apple Tree HOA, served as treasurer for a large HOA: AR/AP, and annual filings.
- At NCA Annual PTF Auction, managed all tracking, listing, bidding and sale of all auction items, including bidding materials, bidder materials, donor tracking, night of tracking, A/R night of and analyzing all sales data for optimization income year to year.
- At US Postal Inspection Service, collaborated with inspectors and Seattle Attorney General, on occasion, for developing fraud cases, financial audits of irregular activities for impending cases.
- At USPS District Accounting, worked with a team of 10 to manage all tracking of various incomes for the USPS for the district which included: Washington, Idaho & Alaska.

Education / Licenses

- Associate of Arts - Accounting concentration, Bellevue Community College

Software

MAS90 • QuickBooks • Ready Set Auction • Maestro Pro • Microsoft Word, Excel & Publisher