Shannon Prinz

Qualifications Summary

Shannon has over 10 years of accounting experience within the restaurant, business services, retail, and construction industries. As the previous owner of three companies, she brings a wide breadth of both accounting and office management knowledge in creating efficient and sustainable business practices to her clients.

Core Expertise

Accounts Payable ● Accounts Receivable ● Journal Entries ● General Ledger ● Bank & Credit Card Reconciliations ● Sales & Use Taxes ● Payroll Processing ● Benefits Administration ● Human Resources ● Office Management ● Vendor & Contract Management ● Month End & Quarterly Reporting ● Team Building & Staff Training ● Inventory Management ● Database Development ● Policy & Procedure Implementation ● Job Costing ● Systems Implementation

Professional History

ASP	Consultant	2020 – Present
Seattle Framing Company	Co-Owner & Accounting Manager	2004 – Present
Sweet and Sassy	Owner	2011 – 2014
		2001 – 2004
Accounting Solutions	Owner	2001 – 2004
Pivot & Levy	Office Manager	1997 – 2001
Salty's Restaurant	Accounting Manager	1994 – 1997

Accomplishments

- Created automated daily statistical report that reduced inaccuracies and provided management with an important decision- making tool.
- Set up and opened a high-end retail store, including the implementation of policies and procedures, accounting functions, inventory control, and POS systems management.
- Increased client retention and monthly recurring revenue for a growing business by anticipating needs and expanding services to include monthly controller consulting, revenue recognition, budgeting, and financial modeling.
- Identified and corrected $70K in vendor invoicing and internal control weaknesses, resulting in restated net profit financials and allowing company to obtain financing to remain solvent and open two more locations.
- Reduced closing period to 10 days and streamlined grant reporting processes, resulting in less need for accounting staff and allowing for hiring of fundraising and development personnel.

Software

QuickBooks Online ● QuickBooks Online Accountant ● QuickBooks Pro 2020 Desktop ● ADP Payroll ● Paychex Payroll ● ZConcur ● Microsoft Office Suite