



## Sharon Reams

### Qualifications Summary

Skilled accounting and finance manager with over thirty years bookkeeping experience including office management and human resources. Capable of keeping small to mid-size companies running smoothly and efficiently. Experienced in diverse industries such as construction, insurance, manufacturing, real estate, retail, and start-ups.

### Core Expertise

AP & AR Management • City & State B&O Taxes • Full Charge Bookkeeping • Payroll & Payroll Taxes • Job Costing • New Business Setup • Forensics • Cash Management • Financial Statement Reporting • Accounting System Setup • Budget Creation • Human Resource Management

### Professional History

ASP	Consultant	2019 - Present
Armstrong Accounting, Inc.	Contract Bookkeeper	2017 - 2018
Builders Supply	Bookkeeper	2015 - 2017
Computer Power & Service, Inc.	Accounting & Human Resources	2013 - 2015
Various Clients	Bookkeeper	2007 - 2014
Specialty Door Service, Inc.	Bookkeeper	2011 - 2013
The Window & Door Shoppe	Bookkeeper, Office Manager	2004 - 2007
Edmonds Home & Loan	Bookkeeper	2002 - 2004

### Accomplishments

- Overhauled books and set up new policies and procedures.
- Prepared and presented quarterly results for all departments to management.
- Responsible for onboarding, offboarding, 401K tracking and submittal, PTO recordkeeping, and health insurance.
- Managed AP/AR, payroll, business taxes, bank reconciliations, monthly and quarterly taxes, and year-end tax filings for several small businesses.
- Responsible for year-end 1099s, W-2s, and journal entries from CPAs.

### Education / Licenses

- Office Management and Human Resources, Yakima Business College

### Software

QuickBooks Desktop, Enterprise & Online • Peachtree • MS Money • Microsoft Excel, Word & Outlook