



## Terri Goddard

### Qualifications Summary

High-energy accounting and office management professional with 25 years of experience in diverse industries including professional services, construction, property management, and nonprofits. Able to adapt quickly in fast-paced environments and deal successfully with multiple priorities.

### Core Expertise

Full Charge Bookkeeping • Financial Statements • Budget Tracking & Variance Reporting  
• Accounts Payable – Coding, Scheduling & Reconciliation • Accounts Receivable – Billing, Cash Receipts & Reconciliation • Bank Reconciliations • State, City & Payroll Tax Reporting • Job Costing & WIP • Payroll – Union, Non-Union, Certified & Multi-State • G/L Account Reconciliation • Ad hoc Financial Report Preparation • CPA Firm Partnerships on Federal Tax Return Preparation • Accounting Personnel Supervision • Contract Administration • Employee Benefits Administration • Cash Management • Collections

### Professional History

ASP	Consultant	2012 – Present
Landscape Design/Construction Firm	Accounting Manager/Office Manager	2000 – 2012
H & R Block	Tax Associate	2004 – 2009
Association Management Firm	Accounting Manager/Office Manager	1999 – 2000
Commercial General Contractor	Office Manager/Safety Director	1996 – 1998
Small Business Accounting Service	Principal/Accounting Consultant	1992 – 2010

### Accomplishments

- Redesigned systems to reduce accounting staff by 50% at design/build firm
- Designed and implemented systems to streamline accounting and administration processes, and provide detailed job cost reporting
- Created Excel pivot table reporting for in-house data analysis
- Trained in-house bookkeeping staff to dramatically reduce outsourcing costs
- Passed several DOR audits with no material defects
- Partnered with CPA on annual nonprofit audits
- Converted several clients from manual to computerized accounting system
- Converted several clients to QuickBooks from other accounting software
- Created books from six years of source documents for catering concern

### Education / Licenses

- Notary Public, Washington State

### Software

- QuickBooks ProAdvisor 2006 – 2012 • Microsoft Office Suite