

# Edith Accountingpro

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An analytical Accounting professional able to troubleshoot discrepancies quickly and effectively, and a detail oriented Bookkeeper with a penchant for accuracy as demonstrated over more than 15 years in the non-profit, aerospace, communications and education industries.

## TECHNICAL SKILLS

**General:** MS Excel, Word, Access; Crystal Report Writer

**Accounting:** Quickbooks, Syspro, MIP, SDS,  
Quodata, Banner-SPU proprietary

## PROFESSIONAL EXPERIENCE

**Seattle Pacific University**, Seattle, WA

4/2007 – 6/2009

A private liberal arts university of arts, sciences, and professional studies committed to graduating students who demonstrate both academic competence and personal character.

### **Manager of Administration for University Services**

Oversaw and approved all Accounting entries for all departments in University Services, with revenues exceeding \$15M, ordered all office supplies for Housing and Conference Services, and performed other administrative duties as required.

- Collected facility rent payments, executed monthly service payments, enforced customer contracts for adjunct recreational service, ensuring all contract obligations were met.
- Created a strong "liaison" relationship between University Services and the Finance department by submitting entries in on time, without error and promptly responding to requests and questions.
- Trained Assistant Mailing/Copying Manager bookkeeping responsibilities, ensuring accurate cash recordings and inter-departmental and external customer billings.

**The Daily of the University of Washington**, Seattle, WA 8/2006 – 3/2007

The student newspaper of the University of Washington, providing news, classifieds, and information for the Seattle area.

### **Accountant** (Temporary position)

Responsible for examining accounting, bookkeeping, accounts receivable/payable, and other relevant procedures to determine where changes were required.

- Analyzed and resolved several major accounting procedures and entry problems, enabling the paper to pass an overdue audit.
- Analyzed and assessed balance sheet problems, identified and corrected entries that lowered Accounts Payable by 80% and cash account by 75% to be able to balance with bank statement.
- Analyzed customer complaints, and reviewed and revised procedures for A/R software usage to ensure accuracy of customer billing, improving customer satisfaction significantly.

## PROFESSIONAL EXPERIENCE continued

**Bucher Aerospace**, Everett, WA

7/2005 – 1/2006

### **Accountant**

Responsible for Payroll, Taxes, A/R, A/P, G/L entries, month-end procedures and System Administrator duties for the integrated Accounting/Production software for approximately 50 employees.

- Maintained accurate and tight financial records in a tough economic climate, ensuring that payroll and taxes were issued and/or submitted on time
- Developed troubleshooting processes to investigate software inefficiencies, enabling quick resolution to barriers to productivity and enhanced understanding of software effectiveness

**Lakeside School**, Seattle

1995 – 6/2005

Coeducational private school with middle school and upper school divisions enrolling about 800 students with a faculty and staff of approximately 115, and a current estimated endowment of \$163M.

### **Accountant**

Responsible for all accounting procedures for endowment funds, investment funds, stock gifts, student loans, cash management, allocation of construction expenses for three new buildings and maintenance expenses for a 13 building campus comprising some 1 million square feet.

- Compiled and distributed donations, earnings and releases on a monthly/quarterly basis for 84 named endowments totaling \$56 million, tracking of permanent, temporarily and unrestricted funds to ensure compliance with use of endowment income.
- Maintained records of all earnings in approximately 25 various investments funds (including Venture Funds, Hedge Funds, Stocks, US Treasury Bills), ensuring appropriate distribution and allocation of spending for audit purposes.
- Assisted in Designing, maintaining and implementing a Student Loan Collection System, that ensured timely collection of student tuition payments.
- Compiled and recorded all expenses for the construction of three new buildings valued at over \$23 million.

**Equally responsible positions.**

Prior to 1995

## **EDUCATION/PROFESSIONAL TRAINING**

B.A., Finance, Seattle Pacific University, Seattle, WA

### Professional training courses include:

Accounting Principle thru NACOB	16 hours
Endowment Reporting thru NACOB	16 hours
Intermediate & Advanced Excel	16 hours
Beginning & Intermediate Access	27 hours

## **VOLUNTEER WORK**

Church Financial Secretary  
Homeowner Association's Treasurer