



Linda Hanson Dean

Qualifications Summary

Linda has over 25 years of experience in bookkeeping for small and mid-sized businesses across the Pacific Northwest. Her extensive QuickBooks and payroll processing knowledge, along with her detail-oriented demeanor, help to build a strong foundation of trust with every client.

Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Bank and Credit Card Reconciliations • General Ledger • B&O Taxes • Sales & Use Taxes • 1099 Processing • Payroll Processing • Benefits Administration • Human Resources • Office Management • Financial Statements • Fixed Asset Management • Forensic Accounting

Professional History

Horizon Accounting Services	Owner	1995 – Current
Alaska Distributors Company	Senior Accountant	1993 - 1995
Kueklehan, Crutcher & Co	Senior Accountant	1989 - 1993

Accomplishments

- Successfully started a construction business, setting up all accounts with state and federal agencies, establishing and maintaining financial books using QuickBooks Desktop, and processing all payroll and related taxes.
- Smoothly and efficiently managed the shut-down of a spa and salon business as it related to accounting, human resources, payroll, and benefits.

Education / Licenses

- Bachelor of Arts, Accounting – Western Washington University

Software

- QuickBooks Online, QuickBooks Pro 2020 Desktop
- Intuit Payroll, ADP Payroll, Paychex Payroll, Manual Payroll
- Microsoft Office Suite