



Linda Hedges

Qualifications Summary

Accountant with over 20 years' experience working with service-oriented businesses, tech firms, construction, and non-profit organizations. Proficient in account reconciliations and financial reporting. Possesses strong problem-solving and analytical skills to work efficiently, independently and with a team.

Core Expertise

• Full-Cycle Accounting • Bank & General Ledger Reconciliations • Month-End Closing Processes • Accounts Payable • Accrual/End of Month Journal Entries • Payroll Processing - Colorado Tax Accounts & Federal Tax Accounts • Job/Department Costing • End of Month Report Reviews • Non-Profit Accounting • Accounts Receivable • Sales Tax Local & State Filing • Construction Accounting

Professional History

ASP	Consultant	2023 – Current
RoseRyan	Consultant	2022 – Current
Schmitt & Associates	Bookkeeping & Payroll Specialist	2022
Del Sol Roofing	Office Manager/Bookkeeper	2020 – 2022
High Altitude Accounting, LLC	Accountant/Owner	2010 – 2020
R & M Security	Accounting/Office Manager	2008 – 2009
Partpoint, Inc	Staff Accountant	2006 – 2008
Alternative Bookkeeping Services	Full-Cycle Bookkeeper	2000 – 2006
Lisa M Wolf Accounting Services	Full-Cycle Bookkeeper	1996 – 2000

Accomplishments

- Built and maintained strong relationships with clients, including their CPAs, CFO, and tax attorneys by providing accurate financial reports. This saved up to five days of editing accounting transactions and re-submitting financial reports.
- Improved expense automated entry leading to 75% more accuracy and 50% completion of end of month processes
- Continually produced previous monthly financial reports by the 15th of the month.
- Located payroll taxes were being overstated for over 18 months, before business tax returns were prepared. This prevented the company from possible audits and reduced the cost filing amended tax returns
- Compiled financial reports for 10 board members and 5 investors.

Education / Licenses

- Bachelor of Science in Accounting with Minor in Native American Studies, Metropolitan State College of Denver, CO

Software

- QuickBooks Online & QuickBooks Desktop • Tax1099 • Bill.com • NetSuite (beginning level) • Microsoft Office Word, Excel & Teams • Custom Client Software