



May Thompson-Lehto

Qualifications Summary

Experienced accounting professional with over 15 years of successful management experience in various industries including software, records management, law firm, food brokerage, and financial services. Strong skill set including accounting and department management, cash receipts and disbursements, accounts payable and receivable, and cash management.

Core Expertise

Policy & Procedure Documentation • Accounting System Setup • Financial Statement Reporting • Audit Experience • Internal Controls Development • Payroll & Payroll Taxes • Software Implementations • Job Costing • Inventory Management • Human Resource Management • Forecasting • Forensics • Budgets

Professional History

Accounting Solutions Partners	Consultant	2018-Present
PayQwick Inc.	Chief Compliance Officer	2015-2017
Moneytree, Inc.	Compliance Department	2003-2014
	Accounting Manager	2000-2003
Strut Tech / First Tour	Controller	1998-2000
United Sales and Marketing	Accounting Manager	1996-1998
Robert G Taylor & Associates	Accounting Manager	1994-1996
Taylor & Kahn	Accounting Manager	1992-1994
Curtis Archives	Accounting Manager	1991-1992
Graphicus	Accounting Manager	1989-1991
Kasama & Company, CPAs	Staff Accountant	1988-1989
NR Smith & Associates CPAs	Staff Accountant	1987-1988
Ralph Guthrie Co.	Full Charge Bookkeeper	1985-1987

Accomplishments

- Responsible for all accounting functions and financial statements for various small companies.
- Managed auditing, tax preparation, compilation, and review services.
- Ongoing bookkeeping responsibilities for numerous businesses.

Education / Licenses / Memberships

- Bachelor of Arts in Business Administration, Washington State University
- Certified Public Accountant, State of Washington
- QuickBooks Desktop/Online Certified ProAdvisor
- Certified Anti-Money Laundering Specialist

Software

- QuickBooks Online and Desktop, Quicken, Peachtree, MAS 90
- Microsoft Excel, Word, Access & Outlook