



Shannon Prinz

Qualifications Summary

Shannon has over 10 years of accounting experience within the restaurant, business services, retail, and construction industries. As a previous owner of three companies, she brings a wide breadth of both accounting and office management knowledge in creating efficient and sustainable business practices to her clients.

Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • General Ledger • Bank and Credit Card Reconciliations • Sales & Use Taxes • Payroll Processing • Benefits Administration • Human Resources • Office Management • Vendor & Contract Management • Month End & Quarterly Reporting • Team Building & Staff Training • Inventory Management • Database Development • Policy & Procedure Implementation • Job Costing • Systems Implementation

Professional History

Seattle Framing Company	Co-Owner & Accounting Manager	2004 – Present
Sweet and Sassy	Owner	2011 – 2014
		2001 – 2004
Accounting Solutions	Owner	2001 – 2004
Pivot & Levy	Office Manager	1997 – 2001
Salty's Restaurant	Accounting Manager	1994 - 1997

Accomplishments

- Created automated daily statistical report that reduced inaccuracies and provided management with an important decision- making tool.
- Set up and opened a high-end retail store, including the implementation of policies and procedures, accounting functions, inventory control, and POS systems management.
- Increased client retention and monthly recurring revenue for a growing business by anticipating needs and expanding services to include monthly controller consulting, revenue recognition, budgeting, and financial modeling.
- Identified and corrected \$70K in vendor invoicing and internal control weaknesses, resulting in restated net profit financials and allowing company to obtain financing to remain solvent and open two more locations.
- Reduced closing period to 10 days and streamlined grant reporting processes, resulting in less need for accounting staff and allowing for hiring of fundraising and development personnel.

Software

- QuickBooks Online, QuickBooks Online Accountant, QuickBooks Pro 2020 Desktop
- ADP Payroll, Paychex Payroll
- ZConcur
- Microsoft Office Suite