



## Terri Engelman

### Qualifications Summary

Terri has over 20 years of experience in bookkeeping, human resources, office management, and payroll processing. She has developed her QuickBooks knowledge working with both established and startup companies in the technology and construction industries.

### Core Expertise

Accounts Payable • Accounts Receivable • Bank and Credit Card Reconciliations • B&O Taxes • Sales Taxes • 1099 Processing • Payroll Processing • Benefits Administration • Small Business Human Resources • Office Management • Vendor & Contract Management

### Professional History

ASP	Consultant	2022 – Current
Quality Door Service, Inc.	Accounting Manager	2013 – 2021
Hillstone Restaurant Group	Payroll Accountant	2012 – 2013
Francis & Sons Car Wash Inc.	Payroll Manager	2011 – 2012
RH20 Engineering Inc	Office Manager/Bookkeeper	2010 – 2011
ACME Studios Inc	Accounting Assistant	2009 – 2010
RE/MAX River & Sea Inc.	Bookkeeper	2006 – 2008
Town & Country Fence Inc.	Bookkeeper/HR Manager	2002 – 2003
WildTangent Inc	Bookkeeper/Facilities Manger	1998 – 2003
Williamson & Associates Inc	Bookkeeper/Office Manager	1990 – 1998

### Accomplishments

- Successfully returned a local small business to profitability and established good accounting procedures.
- Set up several companies with efficient business procedures in accounting, human resources, payroll, and benefits.

### Education / Licenses

- Accounting Coursework, Edmonds Community College
- International Studies Coursework, Clatsop Community College
- Notary Public, State of Oregon

### Software

- QuickBooks Online, QuickBooks Enterprise, QuickBooks Desktop
- QuickBooks Payroll, ADP Payroll, Paychex Payroll
- Microsoft Office