



Alexis Baar

Qualifications Summary

Self-motivated learner with over 25 years of accounting experience and over 10 years of experience managing a back office. Strong background in customer service, project management, research, computer programs and process improvement.

Core Expertise

- Full-Cycle Accounting ● Month-End Close ● Financial Reporting ● Books Cleanup ● Payroll
- Payroll Taxes ● Accounts Payable ● Accounts Receivable ● Policies & Procedures ● Reconciliations
- Expense Tracking

Professional History

ASP	Consultant	2025 - Current
Rivet Engineering	Accounting Specialist	2024 - Current
Canopy Holdings	Senior Staff Accountant	2023 - 2024
Squibb Estates	Office Manager & Accountant	2015 - 2022
First Data Corporation	Senior Staff Accountant	2000 - 2008

Accomplishments

- Completed a chart of accounts overhaul and books clean-up to better accommodate the company's current needs and correct previous errors. This allowed the company to understand their financial position better and create budgets that were trackable.
- Created several project-based profitability reporting modules so companies can better understand which projects were profitable and why.
- Assisted with the implementation of an ERP system and oversaw the accounting side to make sure that the two systems were in sync.
- Decreased hours needed to complete accounting tasks in half by implementing automation and creating more efficient processes.
- Created several procedure manuals for small companies.

Education / Licenses

- A.S. Accounting, Laramie County Community College, WY

Software

- QuickBooks Desktop & Online ● Microsoft Office Suite ● Google Suite ● Oracle ● Ajera