



Bob New

Qualifications Summary

Bob joins ASP with over 20 years of full-service bookkeeping and office management experience including operating several businesses as a Finance Manager in Portland. He has diverse industry experience in health care, grocery, construction, agriculture, retail, and hotel/hospitality industries, along with many non-profit and cooperative organizations.

Core Expertise

Budgeting & Cash Flow • Management Accounts Payable • Accounts Receivable • Month End Closings • Account Reconciliation • Financial Reporting • Full Cycle Payroll • Client & Stakeholder Relations • Office Management • Staff Recruitment • Training & Supervision • Systems Improvement & Implementation • Audit & 990 Prep • Projects & Cleanups

Professional History

ASP	Consultant	2023 - Current
CFS/Robert Half	Contractor for Nonprofits	2017 - 2023
Breitenbush Hot Springs	A/P and Payroll bookkeeper	2016 - 2017
Common Ground Wellness Center	Finance Manager	2014 - 2016
Alberta Cooperative Grocery	Finance Manager & Board Member	2000 - 2007

Accomplishments

- Helped open a cooperative grocery store through fundraising and outreach and worked with the board to create a 3-person management team, stabilizing finances, and becoming the store's first CFO at age 30. Also served as a member of the board of directors assisting with the creation of a governance policy.
- Organized a \$60 million budget for Habitat for Humanity's worldwide organization and compiled a 5-year plan for the organization.
- Updated a booking system for contract practitioners at a health care cooperative to bring the organization online and create a better financial tracking system for paying contractors on a weekly basis.
- Spearheaded Portland's Earth Day Celebration for 5 years, organizing hundreds of volunteers and dozens of partners to bring together community, arts, and nonprofits for thousands of people in events with a \$15,000 budget.

Education / Licenses

- Bachelor of Arts, Accounting & Business Administration, Muhlenberg College, PA

Software

- QuickBooks Desktop & QuickBooks Online • Abila/MIP • Microsoft Office Suite