



## Carol Atkinson

### Qualifications Summary

Carol brings over 40 years of experience in bookkeeping, accounting, management, tax return preparation, payroll and benefits. She has worked in a variety of industries including hospitality, insurance, exporting, manufacturing, banking, construction, and real estate development. Her nonprofit work includes church organizations and the arts.

### Core Expertise

Journal Entries • Accounts Payable/Receivable • Bank Reconciliations • Payroll and Tax Reporting • General Ledger Reconciliation • Budgets • Audit Preparation • Monthly Financial Reporting

### Professional History

ASP	Consultant	2023 - Current
Scrupulous LLC	Contract Bookkeeper	1997 - Current
Killer Burger	Accounting Manager	2016 - 2022
ServiceMaster	Staff Accountant	2014 - 2015
H&R Block	Manager/Tax Preparer	2012 - 2014
Persimmon Country Club	Controller	2007 - 2011
Columbia Grain	Staff Accountant	2000 - 2003
Engineers Trust	Group Insurance Coordinator	1998 - 2000
Fenimore Associates Insurance	Full Charge Bookkeeper	1989 - 1996

### Accomplishments

- Implemented new operational processes and integrated into accounting system
- Set up QuickBooks accounts for several companies
- Analyzed expenditures to determine ways to decrease overhead costs
- Managed Access database and benefit supplier billing for 1,400 employees
- Maintained database and property tax reporting for large amounts of fixed assets
- Streamlined processes for greater accuracy and efficiency

### Education

- Associate of Arts, Business Management & Accounting, Utah Technical College, UT
- Certificate of Hospitality & Tourism Management, Mt Hood Community College, OR

### Software

- QuickBooks Online & QuickBooks Desktop • Shelby Systems • JD Edwards • Peachtree • ADP • Payroll • QuickBooks Payroll • Paychex Payroll • Microsoft Office