



## DeeDee Campbell

### Qualifications Summary

DeeDee joins ASP with 24 years of bookkeeping and office management experience. She has worked in the manufacturing, construction, retail, and wholesale industries, along with non-profit organizations. DeeDee is well-versed in QuickBooks and Sage, as well as numerous industry specific programs. She excels in all facets of bookkeeping and office management.

### Core Expertise

• Full Cycle Payroll • Account Reconciliation • Accounts Payable • Accounts Receivable • Receiving • Invoicing • Payroll • Sales & Estimated Taxes

### Professional History

ASP	Consultant	2023 – Current
Double Entry Bookkeeping	Business Owner	2017 – Current
Campbell Pet Company	Full Charge Bookkeeper	2018 – 2022
Oregon Outreach	Bookkeeper	2017 – 2020
Stainless Cable & Railing	Office Manager	2015 – 2018

### Accomplishments

- Created an elaborate spreadsheet for a manufacturer to help them determine how much additional product they needed to be ordering based on sales & lengthening lead times.
- Reconciled all liability accounts for previous 4 years.
- Transitioned inventory from QuickBooks Desktop to Furniture Wizard, a furniture industry specific software.
- Coordinated the organization and reconciliation of 4 years' worth of backlogged work.

### Education / Licenses

- BA in Business Management, Mt. Hood Community College

### Software

- QuickBooks Desktop & QuickBooks Online
- Sage 100 (mas90)
- COINS & Furniture Wizard (industry specific software for construction and furniture)
- Peachtree