



Esther Barnard

Qualifications Summary

Esther has most recently worked as a consulting accountant for two non-profits, helping them with coverage in vacant positions and setting up new and improved accounting systems and procedures. Prior to this, Esther worked as a Controller at an insurance agency and was the Director of Finance and Administration at a mid-sized law firm for 13 years. Esther has also led teams at a small law firm and in a governmental setting.

Core Expertise

• Accounts Payable • Accounts Receivable • Bank Reconciliations • Balance Sheet Reconciliations • Journal Entries • Month End Processes • Grant Accounting • Payroll • Benefits & 401(k) Administration • 1099 Tax Filings • WA B&O Tax Filings • Internal Financial Reporting & Analysis • Organization-wide & Departmental Budget Monitoring • New Accounting Systems Implementation • Management & Training

Professional History

ASP	Consultant	2023 – Current
SWACH	Consultant	2022 – 2023
Share	Consultant	2022 – 2023
Biggs Insurance	Controller	2020 – 2021
Stoll Berne Law Firm	Director of Finance & Administration	2007 – 2020
Clark County Prosecuting Atty	Office Manager	2005 – 2007
Weber Gunn/Howard Marshack Law Firms	Legal Assistant & Firm Administrator	2001 – 2005

Accomplishments

- Implemented TABS3 Legal Accounting software, allowing the company to become paperless and to integrate GL, AR, AP, timekeeping data, invoicing, and trust accounting into one suite of software. Previous software was DOS-based, so new systems streamlined data entry and made accounting data and reporting available in real time.
- Before remote work became the norm, managed a team of three to implement a paperless accounting department, allowing for increased efficiency in accounting process, while providing record transparency for team and senior management.
- Started a new position at the beginning of COVID lockdown in WA. Trained self while creating new policies and procedures for COVID restrictions, including electronic invoicing and billing, training, and guiding the team in new communications software and effective remote communication.
- Implemented new payroll systems and procedures for an accounting system that had not been updated in a decade, dramatically increasing process efficiency.

Education / Licenses

- Bachelor of Business in Accounting, The Polytechnic of New Zealand, NZ
- Master of Business Administration, University of Reading, UK
- Active CPA for Washington State

Software

- MIP Fund • Abila • Microix • QuickBooks • TABS3 • Oracle • Applied Epic • Sage • Microsoft Word, Excel, Access, Outlook, Email & Planner • Paylocity • GNSA • Various Document Management Systems