



Jan Keyser

Qualifications Summary

Jan has over 30 years of experience as an accounting professional with proven success in all areas of bookkeeping. Skilled in understanding and managing the complexities of organizational procedures to ensure the infrastructure of the accounting systems and processes are compliant and complete.

Core Expertise

Full Charge Bookkeeping • A/P, A/R, G/L • Multi-state Payroll • Closing and Preparation of Financial Statements • Budgeting • Coordination with CPAs for Audits and Taxes • Cash Flow Forecasting • Benefits Administration • Accounting System Cleanup • Accounting System Setup for Startups • State Tax Reporting • Project Cost Management • Human Resource Management

Professional History

ASP	Consultant	2022 - Current
Entre Prises USA Inc	Controller / HR Manager	2016 – Current
RRT Services	Regional Controller	2007 - 2016
RRT Services	Accounting Manager	2005 – 2007
Mt. Bachelor Ski Resort	Accounting Manager	1997 – 2005
Hacienda Acero Marka, Tillman Llamas, Llamas	Office Manager	1996 – 1997
Symantec Corporation	AP Supervisor Assistant	1992 - 1995
Unisys/CSPG Division	AP Supervisor Assistant	1989 – 1992
Unisys Peripherals Group	AP Vendor Correspondent	1984 - 1989

Accomplishments

- Implemented new time keeping and payroll system which resulted in streamlining processes. This provided better reporting tools and saved about \$10k a year in labor costs.
- Worked with the IRS to get legacy \$10k filing penalty dismissed.
- Collected approximately \$150k of Accounts Receivable aged balances that had the potential to be written off due to lack of collection activity from prior employees.
- Submitted two PPP loan forgiveness reports resulting in saving \$625k of costs.
- Filed ERC 941X forms to collect back \$971k of payroll costs.
- Implemented a sales tax reporting system (Avatax) to get company compliant with Nexus in most of the 50 states.

Software

- Windows/DOS
- Word, Excel, Outlook, PowerPoint
- Quicken and QuickBooks Pro
- Dynamics and Great Plains Accounting Software (A/P, A/R, G/L, Inventory, Purchasing)
- CBIZ and Timeforce (Payroll and time keeping software)