

Jane Hurt

Qualifications Summary

Accomplished full charge bookkeeper with experience in a wide variety of industries, such as manufacturing, distribution, professional services, start-ups, and non-profits. A detailed, thorough, and dedicated accounting leader, ready to dig in and figure out complex projects. Skilled at staff mentorship and teaching, devoted to building successful finance and accounting teams.

Core Expertise

Bank Reconciliations • Full Charge Bookkeeping • New Business Setup • AP/AR Management • Accounting System Setup • Financial Statement Reporting • Internal Controls Development • Budget Creation • Forensics • Human Resource Management • Leadership/Staff Mentoring • Job Costing

Professional History

Accounting Solutions Partners	Consultant	2018-Present
DiscoverOrg, LLC	Full Charge Bookkeeper	2015-2017
Self-Employed	Bookkeeper	2010-2015
TranSystems, Inc.	Full Charge Bookkeeper	2003-2009
Howe, Bonney & Associates	Full Charge Bookkeeper	2003-2009
Bonney & Bonney	Full Charge Bookkeeper	2003-2009
HB&A, Inc.	Full Charge Bookkeeper	2003-2009

Accomplishments

- Transitioned clients from cash to accrual basis accounting.
- Financial statement preparation including consultation with accountants for year-end reporting.
- Reviewed and documented internal controls.
- Designed computer generated reports to evaluate profitability.
- Reconciliation skills and general ledger experience.
- Experience managing A/P, A/R, billing, and cash.
- Responsible for project cost accounting, and supporting report preparation.

Education / Licenses / Memberships

- Bachelor of Science, Accounting, Portland State University

Software

- QuickBooks, Peachtree, Freshbooks, Deltek, Costpoint, Protrax, Axium
- Microsoft Excel, Word & Outlook