



Jessica Allen

Qualification Summary

With over 10 years of finance experience, Jessica has a passion for all things accounting. She has collaborated with small to medium sized businesses across various industries. Her client-facing work is a combination of cleaning up unorganized or unfinished books, full charge bookkeeping, weekly financial calls, payroll, closing and preparation of financial statements, managing cash flow, and bringing financial clarity to clients' businesses.

Core Expertise

• Bookkeeping • Payroll • Accounts Payable • Accounts Receivable • Data Clean-Ups • Financial Statement Preparation • Balance Sheet Reconciliations • Staff Training • Month/Quarter/Year End Closing Procedures • Process Improvement & App Integration

Professional History

ASP	Consultant	2024 - Current
Checkered Flag Accounting, LLC	Managing Member	2023 - Current
GEW, LLC	Office & Accounting Manager	2021 - 2023
Cloud5 Accounting	Onboarding Specialist & Accounting Manager	2020 - 2022
NorAm Financial Services	Senior Bookkeeper	2015 - 2020
Audigy Group, Inc.	Bookkeeping Specialist	2014 - 2015
Integrity Excavating & Construction, Inc.	Accountant & Office Coordinator	2011 - 2014

Accomplishments

- Managed a team of 8 to ensure quality work, implementation of technology automation, weekly 1 on 1's to review questions and do regular training and client reviews.
- Created a spreadsheet to accurately calculate firm profit or loss by using client billables vs staff hours, cut down staff non-billables by 50% by simply implementing staff training and tech integration.
- Managed clean-up projects using a team strategy to get the work completed quickly and effectively.

Education / Licenses

- Associate's degree - Major in Accounting, Everest College
- Notary Public - Washington

Software

- QuickBooks Online & Desktop – Pro, Premier, Enterprise & Contractors • Microsoft Office Suite • Adobe • ADP • Gusto • Patriot • Heartland • Harvest • TSheets • Buildertrend • Bill.com • Dext • Expensify • Qbox • Logmein • Splashtop • Remote Desktop