

Joan Sauber

Qualifications Summary

Joan has over 20 years of experience in full charge accounting and payroll services in a wide variety of industries, including produce exports, property management, and business and retail services. Her understanding of accounting and administrative management practices has contributed to both operational proficiency and profitability for the clients she serves.

Core Expertise

Accounts Payable • Accounts Receivable • Payroll Processing • Payroll tax returns • Financial Reporting • Financial Statements • Journal Entries • General Ledger Reconciliations • Bank and Credit Card Reconciliations • Job Costing • Cash Forecasting & Management • Audits • Office Management • Benefits Administration • Human Resources • Systems Migration

Professional History

Omega Industries, Inc.	Staff Accountant / Freelance Bookkeeper	2020 - Current
The Autenrieth Company	Freelance Bookkeeper	2019 - Current
Quantum Solutions Inc.	Executive Bookkeeper	2019
Peak Operator, LLC	Administrative & Accounting Manager	2012 – 2019
Freelance Bookkeeper		2000 – 2012

Accomplishments

- Completed the migration of a legacy accounting system to QuickBooks, acting as Project Manager with a database developer to create an order management system for integration.
- Involved in the implementation of an industry leading accounting program including the migration of accounting records from QuickBooks to OGSqL, resulting in improved efficiency in reporting.
- Created processes to accurately track sales commissions, yielding greater accuracy for company financials.
- Effectively managed cash during multiple periods of industry downturns.

Education

- Masters of Business Administration, Claremont Graduate School

Software

- QuickBooks Pro 2020 Desktop, QuickBooks Online
- Microsoft Dynamics GP
- Microsoft Office Suite
- Global Shop Solutions
- Sage
- FileMaker Pro