



## Lisa Boscacci

### Qualifications Summary

Lisa has over 20 years of accounting experience that began with learning to manage the books for her family's construction business. Over the past 10 years she has gained extensive experience in all facets of full charge bookkeeping through her independent bookkeeping business where she works in a variety of industries including non-profits. Maintaining detailed, precise records is her top priority – freeing up the client to focus on running their business or non-profit, and having the information they need to make informed decisions.

### Core Expertise

• Financial Statement Preparation • Accounts Payable • Accounts Receivable • Bank & Credit Card Reconciliations • Payroll Tax Reporting • Job Costing • Accounting System Clean-Up • State and City Tax Reporting (B&O, Sales & Use Taxes) • 1099 Preparation • Payroll Processing

### Professional History

ASP	Consultant	2023 – Current
Lisa Boscacci, LLC	Bookkeeping services	2013 – Current
Broadview Builders, Inc.	Full-charge bookkeeper	2000 – Current
Northshore Christian Academy	Substitute teacher	2006 – 2015
Shoreline School District	Elementary school teacher	1994 – 2000

### Accomplishments

- Helped several clients walk through the start-up of their small businesses (construction, coffee stand, yoga studio, etc.) with complete responsibility for all aspects of accounting, payroll, and licenses needed to begin and maintain their small business
- Prepared all financial documentation necessary for a non-profit's use in applying for a grant to hire a new executive director
- Helped develop and maintain both U.S. and Ugandan QuickBooks accounts for a non-profit which required accounting in Ugandan Shillings
- Improved non-profit's chart of accounts and income/expense tracking for more accurate Form 990 tax reporting
- Converted a client from manual bookkeeping to QuickBooks online accounting system
- Provided accounting system clean-up for two new businesses that began without a bookkeeper, involving the reorganization of the chart of accounts, recreating over a year's worth of entries, correcting miscategorized entries, undoing/redoing all reconciliations of bank and credit card accounts, etc. to accurately reflect the business' information for tax reporting purposes

### Education / Licenses

- Bachelor of Arts in English, University of Washington
- University of Washington - Washington State Continuing Teaching Certificate with endorsements in Elementary Education K-8 and English 4-12

### Software

- QuickBooks Desktop • QuickBooks Online • Microsoft Office