



Monica Beaman

Qualifications Summary

Monica's experience and knowledge from running her own businesses have given her a broad skill set. With over 20 years' experience in business management and bookkeeping, Monica has a strong understanding of a business owner's needs. Monica is a strong partner for her clients, she can step in and fill in any gaps or assist in making a business process even stronger.

Core Expertise

Accounts Payable • Accounts Receivable • Payroll • Payroll Reporting/Taxes • Financial Statements • Cash Management • Full Charge Bookkeeping • Tax Filings & Research • Contract Review • Grant Writing • Strategic Planning • Human Resource Management • Cost Accounting • Inventory

Professional History

ASP	Consultant	2023 – Current
Commercial Seed Handling	Bookkeeper/Office Manager	2018 – Current
Tan Republic – Eugene	Bookkeeper	2021 – 2023
RPH-Hollister Investment GP	Bookkeeper	2020 – 2021
Meritech Systems	Bookkeeper	2016 – 2021
A&L Roofing	Bookkeeper	2018 – 2020
Eichler Farms	Bookkeeper	2018 – 2020
Torah to the Tribes	Bookkeeper	2019 – 2020
North Core USA	Bookkeeper	2016 – 2017

Accomplishments

- Led participant in implementing new software for manufacturing plant.
- Created and implemented employee manuals and HR processes and developed effective operating procedures.
- Identified process shortcomings and inaccuracies in data and cleaned up and corrected current and historic transactions.
- Assisted in growing and building a multi-million dollar and multi-location franchise.

Software

QuickBooks Desktop • QuickBooks Online • FreshBooks • Microsoft Office • Builder Trend • AppFolio • Google Docs • Teams • Push Pay • AppFolio