



## Rachel Smith

### Qualifications Summary

Rachel is an accomplished accounting professional with 14 years of experience in full cycle accounting. She has experience in the technology and construction industries, from small privately held firms to large, international, and publicly traded companies. Rachel is a calm and decisive individual who loves problem-solving and seeking new challenges.

### Core Expertise

• Bookkeeping • Job Costing • Payroll & 1099 • Excise Taxes (WA) • WIP / Percentage of Completion • Financial Reporting & Analysis • Budgeting • Accounting System Set-up • General Ledger Reconciliations • Accounting Staff Training & Supervision

### Professional History

ASP	Consultant	2022 - Current
Lindsay-Johnson Mechanical LLC	Owner/General Manager	2022 - Current
Your Bookkeeper's Coach LLC	Owner/Consultant	2017 - 2022
Harjo Construction Services, LLC	Full-Charge Bookkeeper/Accountant	2016 - 2017
Parallels, Inc.	Accounting Manager	2014 - 2016
SNC-Lavalin Constructors Inc.	Accounting Supervisor	2008 - 2014

### Accomplishments

- Key member of budgeting software implementation with a reduced team and accelerated timeline – this involved the training and oversight of 11 department managers in the local office as well as 3 international locations.
- Converted multi-million-dollar construction business from cash to accrual accounting and implemented percent of completion revenue recognition.
- Streamlined accounting processes and digitized manual timekeeping and A/P processes.
- Restructured accounting systems for several clients enhancing financial reporting.
- Designed custom financial dashboard and reporting package for construction clients.

### Education / Licenses

- B.A. Business Administration – Accounting, University of Washington

### Software

- QuickBooks Desktop, QuickBooks Online, JD Edwards, Acumatica
- Workday Adaptive Planning, Fathom, LivePlan
- Microsoft Excel, Word, Google Sheets
- Intuit Payroll, ADP Payroll, TSheets