



## Shantel Olguin

### Qualifications Summary

Thorough accounting professional with over 18 years of experience, general ledger accounting and bookkeeping with added tax expertise. Stands out from others based on high attention to detail coupled with efficient speed in processing and understanding financial transactions. Extensive experience in accurately overseeing and maintaining accounting functions, bank management, and tax obligations.

### Core Expertise

• Month End Close • Reconciliation • Full Cycle Bookkeeping • Accounts Payable Management • Accounts Receivable Management • Accounting Software Training • Sales Tax Preparation & Reporting • Business Income Tax & Reporting • Cloud Based Accounting • Non-Profit Accounting

### Professional History

ASP	Consultant	2025 - Current
An Accountant's Bookkeeping Service	Owner	2023 - Current
Tier One Services LLC	Accounting Consultant/Assistant Director of Operations	2018 - 2025
SlingShot Assembly LLC	Accountant	2017 - 2019
Accruit, LLC	Senior Accountant	2013 - 2017

### Accomplishments

- Coached five bookkeepers on proper use of non-profit accounting procedures leading to a 10% decrease in the time spent on month-end close.
- Responsible for making sure that all transactions are properly classified, authorized, and documented to the extent that it is useful within the selected accounting system ranging from QuickBooks to Xero, producing bank reconciliations and financial reports monthly, and reviewing data for payroll for various non-profit organizations for 12 clients at a time.
- Improved accounting procedures as a sole accountant, recovering \$500K unpaid invoices with diligent efforts to reach out to customers.
- Played a key role in achieving a 99% accuracy rate in the timely processing of large dollar wire requests for over 30 clients via online banking

### Education / Licenses

- Bachelor of Science, University of Denver, Colorado
- Successfully passed 3 Part IRS Enrolled Agent Testing
- Notary Public, State of Colorado

### Software

- QuickBooks Online ProAdvisor • Xero Advisor • Microsoft Office • Intermediate MS Excel • Gusto • Bill.com • Asana • Slack • SharePoint