



## Toni Sawaya

### Qualifications Summary

Toni is an accounting professional with over 20 years of experience within the manufacturing, retail, construction, and technology industries, including startups. He prides himself on maintaining accurate and compliant records and controls and being responsive to dynamic operating conditions. His extensive QuickBooks experience, combined with exposure to multiple accounting systems, gives him the ability to work in unfamiliar software with ease.

### Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Bank and Account Reconciliations • Inventory Management • Cost Accounting • Budgeting • Forecasting • Financial Reporting • Payroll Processing • Office Management • Facilities Management • Vendor & Contract Management • Software Implementation

### Professional History

ASP	Consultant	2022 - Current
Oregon's Finest	Consultant	2021 - Current
University Chevron	Consultant	2018 - Current
Bacha Convertec	Controller/Operations Manager	2010 - 2018
Hard Drives Northwest, Inc	Corporate Controller/Operations Manager	1999 - 2009

### Accomplishments

- Successfully implemented new accounting and inventory system at Bacha Convertec to improve accuracy and efficiency and allow for improved management decision making.
- Developed financial policies and procedures to improve operational efficiency.
- Grew in responsibility from staff level accountant to leading the financial team and overseeing operational decision making.
- Moved small business from GreenBits to QuickBooks to streamline inventory and assets, saving 15% in annual operating expenses through better tracking and controls.

### Education / Licenses

- Accounting Associate, Lebanese University

### Software

- QuickBooks Online, QuickBooks Desktop
- MAS 200, SSCS, GreenBits
- Microsoft Office Suite