

LAURA A. HOLLAND
Cascade Accounting & Tax Services
PO Box 352, Everett, WA 98206
laura@organizedbycats.com
425/268-9070

OBJECTIVE

Seeking clients that can benefit from my skills, experience and creativity. Proven track record for streamlining processes to help clients save money and operate more efficiently.

SKILLS AND ABILITIES

- Over 18 years experience
- AP/AR, Account Analysis, Journal Entries, Bank Reconciliations, Collections
- Financial Statements
- US and Canadian payroll including state/provincial and federal tax filings
- Washington state combined excise tax returns and city B&O returns
- Budget preparation and analysis
- Job Costing, Inventory, Asset Management
- Corporate and individual tax returns
- Computerized and manual bookkeeping
- Extensive multi-company and consolidated financial statements experience
- Private and public accounting experience in a very wide variety of industries
- Quickbooks desktop (all versions), Quickbooks Online, Peachtree, Creative Solutions, Intacct
- Microsoft Excel, Word, Access, Outlook
- Typing speed 75WPM and 10-key 12,000 KPH with 100% accuracy
- Web publishing using HTML and Microsoft FrontPage 98, Netscape Composer
- Accounting system setup and training of employees
- Supervisory experience
- HR experience including new hire processing, terminations, benefits administration
- Extremely trustworthy, dependable, ethical and discreet
- Bondable

WORK EXPERIENCE

Owner

Cascade Accounting & Tax Services - Everett, WA: Nov 2008 - present

Bookkeeping and accounting services for small businesses around the Puget Sound area. Financials, tax returns, payroll, payroll taxes, budgets, office organization. Back work specialist – can get multiple years of back work caught up quickly and affordably.

Account Manager/Senior Accountant

Voltaire, Inc./Access Accounting & Tax Services, Inc. – Bellevue, WA: Jun 2004 – Nov 2008

Monthly bank/credit card reconciliations, financials, excise returns, payroll, payroll returns for businesses around the Puget Sound area. Clients ranged from one person operations to multi-million dollar internet companies with 50+ employees and 10 bank accounts. Interacted with business owners and supervised two employees. Trained clients to use our net-based accounting software. Later trained clients to use Quickbooks Online when we switched to that program. Voltaire was sold in May of 2006 and was offered a Stay Bonus to stay on as Senior Accountant. Since May of 2007 offices closed and we were telecommuting. Letter of recommendation available.

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Controller

BioNet Systems, LLC – Issaquah, WA: Sep 2003 – Jun 2004

Full financial responsibilities for this multi-company software developer. US and Canadian payroll, consolidated financial statements, budgets

- Brought payroll and payroll tax processing in-house
- Took over the work of two and redid nine months of data for all three companies
- Collected 90% of A/R past due 90 days at hire date

Corporate Controller/Director of Human Resources

Net Management Services, LLC - Ft Lauderdale, FL: Jul 2000 – May 2003

Reported directly to CFO at this multi-company internet firm. Payroll processing and tax returns, A/P and A/R, budget preparation and analysis. G/L auditing, consolidated financial statements. Weekly webmaster payroll processing. Asset management. Monthly bank reconciliation of twelve accounts. HR duties including benefits, employee conflict management, termination agreements, processing of new hires, interviewing applicants, maintenance of all files.

- Designed a process to import payout data saving time and increasing accuracy. Due to this we brought webmaster payroll processing in-house which saved the company over \$5K annually.
- Brought employee payroll and payroll tax processing in-house
- Designed a process to import receivable data to ensure accuracy and enable tracking of sales. Resulted in decreased collection time.

Controller

Barimar (USA), Inc. – Pompano Beach, FL: Jul 1999 – Jul 2000

Full financial responsibilities for the US buying office of this UK based import/export company. Designed company web site, set up inventory processes and trained warehouse staff.

Controller

Universal Transfer Services, Ltd. - Boca Raton, FL: Jul 1996 – Jul 1999

Full financial responsibilities for this warehouse service catering to the interior design industry. Business opened in July of 1996 and duties then included the initial implementation and customizations of the accounting system, budget preparation and working closely with software consultants to create a custom warehouse inventory program and training others to use program. Assisted with shipping/receiving as necessary. Also did side work auditing/cleaning up books of business owner's property management companies.

Director of Finance and Print Media

National Psychic Network Corporation - Boca Raton, FL: Nov 1995 – Jun 1996

Full charge bookkeeping/financial duties for this multi-company telephone psychic service. Also responsible for monthly ad placements in national magazines. Automated bookkeeping and set up budgets and five-year projections.

EDUCATION/CERTIFICATIONS/MEMBERSHIPS

Florida State University - Tallahassee, FL – Business Administration/Journalism

Pompano Beach High School – Pompano Beach, FL

Quickbooks ProAdvisor

Member of Northwest Accounting/Bookkeeper's Co-op

Member of American Institute of Professional Bookkeepers