



Christi McCaughan

Qualifications Summary

Christi has operated her bookkeeping business since 2005, serving a variety of small businesses and entrepreneurs. She has experience with general bookkeeping, cleaning up QuickBooks files, and financial statement preparation. Christi is highly organized and detail-oriented with a proven record of accurate financial reporting. She enjoys collaborating with Executive Teams in a variety of industries, remotely and in person.

Core Expertise

• Financial Statement Preparation • Accounts Receivable & Payable • Auditing Internal Controls & Procedures • Account Reconciliations • State & City Tax Reporting (B&O, Sales & Use Taxes) • Audit Preparation • Accounting System Clean-Up • 1099 Preparation • Non-Profit Accounting for Churches • Washington Unclaimed Property Reporting

Professional History

ASP	Consultant	2024 – Current
Bookkeeping by Christi, LLC	Owner/Consultant	2005 – Current
Mueller & Partin, CPA	Associate Accountant/Forensic Economist	1995 – 1999
Martin Smith Real Estate Services	Accountant/Lease Administrator	1994 – 1995
Rio Colorado Seeds	Production Coordinator	1989 – 1993

Accomplishments

- Successfully managed migration of multiple clients' QuickBooks Desktop files to QuickBooks Online and trained team members on how to use the new software.
- Provided accounting system clean-up for a non-profit, including a revision of the chart of accounts, implementing class tracking, and recategorizing transactions.
- Performed internal audit of controls and procedures resulting in the creation of the following: Gift Giving Policy, Credit Card Policy, Gift Card reconciliation procedures, and Cash Control procedures.
- Created a variety of reports to assist Executive Teams in making informed decisions.

Education / Licenses

- Bachelor of Arts in Business Administration with a major in Finance, University of Washington
- Upper-level Accounting, Auditing, and Federal Income Taxation courses, City University of Seattle

Software

- QuickBooks Online & Desktop • Expensify • Microsoft Office Suite • ADP Payroll Service • Gusto Payroll Service • Connecteam