



Erica Bjorndahl

Qualifications Summary

Erica brings over 15 years of bookkeeping, tax, and audit experience in both public and private individual and business sectors. Erica brings in-depth experience and knowledge from her roles as a CPA, Controller, Manager, and full-charge bookkeeper. Her work with various industries, roles and software enables her to demonstrate her proficient skills in communication, organization, time-management, and adaptability in a fast-paced environment.

Core Expertise

• Monthly Financial Reporting • Payroll & 1099 Preparation • Tax & Audit Preparation • Project Management • QuickBooks Advisor Pro Certified • CPA • Microsoft Office • Account Reconciliation • Process & Software Implementation • Financial & Process Clean-up • Sales Tax

Professional History

ASP	Consultant	2023 - Current
OSMEAC Solutions	Controller/Accounting Manager	2020 - 2023
Santa Barbara Triathlon Club	CFO	2017 - 2021
Berti, Spechler, Sarmiento, et al	CPA	2016 - 2020
Select Staffing (Corporate Office)	Accounting Supervisor	2013 - 2016
Mission Linen Supply	Senior Accountant	2011 - 2013
Damitz, Brooks, Nightingale, et al	Accountant	2005 - 2010

Accomplishments

- Successfully implemented project management software and staff training for multiple clients
- Demonstrated ability to consistently exceed expectations on complicated assignments
- Successfully managed both internal and external teams and individuals
- Created and implemented financial and administrative processes and procedures for start-up companies

Education / Licenses

- Bachelor of Science (B.S), Finance, Real Estate, and Insurance, CSU, Northridge, CA
- Active CPA in California and Colorado

Software

• QuickBooks Online and Desktop • Sage • NetSuite • Blackline • SAP • Microsoft Office • Google Suite • Xero • Gusto • ProConnect • Avalara • CCH • TaxJar • Zoho • Notion • Slack • Teamwork • Microsoft Teams