



## Jane Nelson

### Qualifications Summary

Jane brings 40 years of bookkeeping experience focused on serving many types of businesses. Her full charge accounting knowledge has provided accurate reporting for management and CFO use. She uses her ability to communicate with clients and knowledge of the systems required to complete accounting cycles, to improve the efficiency of the organization.

### Core Expertise

• Full Charge Bookkeeping • Accounts Receivable • Accounts Payable – Mortgage management, Real Estate Taxes & Insurance • County Property Valuation • Depreciation & Prepaid Expense Amortization • Accounting Procedure Review & Implementation • Closing Cycles • Financial Statement Preparation & Audit • Annual Budget Preparation • Mentoring • Software Conversions

### Professional History

ASP	Consultant	2023 - Current
Transwestern Real Estate	Bookkeeping	2002 - 2023
Oliver, Rainey & Wojtek CPA	Bookkeeping	1999 - 2002
Crescent, BMC & Riverside	Office Manager-Admissions	1994 - 1999
Wendland Tank Manufacturing	Office Manager/Accounting	1992 - 1994
White & Zesch Insurance	Cafeteria Plan Mgr./Accounting	1989 - 1992
Jones Hay Sanders & Telgen CPA	Bookkeeper/Computer Conversions	1983 - 1987

### Accomplishments

- Successfully transitioned CPA clients from manual to computer accounting and provided ongoing support to assure the integrity of their accounts and mentoring of their staff.
- Co-authored the procedures needed to accurately report, fund, and manage Lockbox accounts for CRMB financing requirements.
- Implemented tracking for Job Cost bids, contracts, and invoicing, enabling management and salespeople to adjust pricing to fully capture actual costs and improve profitability.
- In the position of Admissions coordinator, assisted family members in the decision-making process regarding the care of their loved ones and secure funding for them if needed. Working with Medicare/Co-insurance/Medicaid billing insured the facility received the income to be profitable.

### Education / Licenses

- Theology & Missions Certification, Fresno Bible Preparatory, CA
- QuickBooks Certified ProAdvisor 1999 - 2002

### Software

- MAS 90 • QuickBooks Desktop & Online • Timberline Sage • Yardi – Voyager & Payscan • Microsoft Excel & Word