Joyce E. Hinkley

Qualifications Summary

Joyce has over 20 years of experience in bookkeeping and small business management. She is knowledgeable in sales and marketing as well as human resources and employee benefit administration. Her clients have included architecture firms, engineers, attorneys, creative firms and also a software development start-up which was later acquired by a larger entity.

Core Expertise

Vendor & Contract Management ● Accounts Payable ● Accounts Receivable ● Job Costing
Sales & Use Taxes ● B&O Taxes ● Journal Entries ● Payroll Processing ● Benefit Administration
Budget Analysis & Forecasts ● Systems & Procedures Development ● Marketing & Sales

Professional History

ASP	Consultant	2022 – Present
Software Development Company	Consultant	2010 – 2020
Engineering Firm	Consultant	2008 – 2019
Safety & Security Services Company	Consultant	2008 – 2018
Law Firm	Consultant	2014 – 2018
Creative Services Company	Consultant	2007 – 2014
Real Estate Services Company	Consultant	2007 – 2008
Architecture Firm	Controller	2001 – 2006
Various Small Companies	Interim Bookkeeper	1998 – 2001
Bank of America	Trust Officer/Team Leader	1988 – 1998
First Interstate Bank of Oregon	Account Manager	1983 – 1988
Marriott Corporation	Sales Manager	1979 – 1983

Accomplishments

- Established own consulting firm servicing small business clients for 20+ years.
- Replaced two retiring senior officers in specialized bank department. Doubled existing account base and related fee revenue in the course of first year in the position.
- Recognized by headquarters office for closing a major convention booking that resulted in hotel achieving highest-ever sales revenue for a traditionally slow season for that location.

Education / Licenses

- Bachelor of Science Degree in Journalism from West Virginia University
- Associate of Arts Degree in Accounting from North Seattle College

Software

- Range of Intuit products such as Quickbooks Enterprise, Premier, Pro and QBO.
- Proficient in use of unique in-house software platforms including consulting with software development teams on making custom programs more user-friendly.
- Microsoft Office Suite