



Shanelle Sunde

Qualifications Summary

Shanelle brings over twenty years of accounting, finance, and operations experience within industries including real estate, service, construction, automotive, manufacturing, business services, government, and retail. She is skilled at developing accounting processes for startups and small businesses, and her knowledge in tax and public accounting gives her the expertise to help businesses stay in compliance with audit proof records.

Core Expertise

Financial Statement Preparation • Accounts Payable • Accounts Receivable • Bank and Credit Card Reconciliations • Payroll Processing • 1099 Processing • State & Federal Tax Returns • City & State Excise Returns • Budget Preparation & Analysis • Journal Entries • Asset Management • Employee Training • Human Resources • Procedural Development • Chart of Accounts & GL Oversight • Record Reconstruction

Professional History

ASP	Consultant	2021 – Present
Sunde Consulting & Accounting	Outsourced CFO/Owner	2015 – Present
Liberty Tax Service	Office Manager/Senior Accountant	2019 – 2020
Jackson Hewitt Tax Service	Interim District Manager/Assistant DM	1999 – 2018
Robert Half Accountemps	Finance Specialist/Accountant	1999 – 2013

Accomplishments

- Increased employee retention by 70% in a seasonal market by making changes to onboarding, education/training, and operations support.
- Significantly reduced time spent on monthly billing processes by identifying and correcting errors in company invoicing systems.
- Created a new bookkeeping service at a tax firm, including an operating plan and procedures with pricing. The group was on track to generate \$30K in additional revenue even without a marketing budget in the first year.
- Successfully migrated companies from manual bookkeeping processes to computerized systems which reduced time spent on accounting and payroll functions.
- Saved client thousands of dollars while assisting with the demands of an IRS audit and establishing procedures to ensure better record keeping and compliance moving forward.

Education/Licenses

- Bachelor of Science – Accounting, Western Governor’s University

Software

- QuickBooks Pro Online, QuickBooks Pro Desktop
- Microsoft Office Suite
- Oracle JD Edwards
- Reynolds & Reynolds
- Peachtree, Sage, SAP
- Macola, Peoplesoft, CCH
- Proseries, Drake