



Terri Campbell

Qualifications Summary

Terri brings over 25 years of experience in accounting, human resources, office management, and overall business management with companies and nonprofit organizations. She is a detail-oriented, efficient, and organized professional who possesses strong analytical and problem-solving skills, and a resourceful leader with the ability to make well thought out decisions.

Core Expertise

Accounts Payable • Accounts Receivable • General Ledger • Financial Statement Preparation • Bank & Credit Card Reconciliations • B&O Taxes • Sales & Use Taxes • 1099 Processing • Payroll Processing • Benefits Administration • Human Resources • Office Management • GAAP • Vendor & Contract Management • Grant Management • Cash Flow Projections and Management • Financial Planning & Analysis • Budgeting • Community Engagement •

Professional History

The ASP Team	Consultant	2021 – Current
Newport Children’s School	Business Manager	2019 - 2021
First Washington	Business Manager	2015 – 2019
Issaquah Chamber of Commerce	Business Manager	2013 – 2015
Barrier Motors	Community Relations Manager/EA	2009 – 2013
The Keller Group	Office Manager	2004 – 2008
Micropath Inc	Business Manager	1992 – 1998

Accomplishments

- Developed and implemented accounting processes and performed all bookkeeping for a high-growth startup services company with annual growth rates of over 280%.
- Converted \$9M annual payroll from Paycom to ADP, adding carrier connections for medical, dental, and 401K plans.
- Created and managed \$2-5M budgets for nonprofits, and prepared and presented financial reports to the Board of Directors.
- Transitioned outsourced accounting, payroll, and human resource functions to process internally.

Education / Licenses

- Accounting Coursework, Lane Community College

Software

- QuickBooks Online, QuickBooks Desktop Pro
- ADP Payroll, Paycom Payroll
- Smartsheet