



Theresa M Nelson

Qualifications Summary

Theresa has over 25 years of experience in all levels of the accounting cycle, including bookkeeping, financial accounting, accounting management, and forensic audit. Theresa thinks creatively and is resourceful in problem-solving, skip-tracing, and has acute attention to detail. Theresa has the skills and knowledge to develop and teach accounting processes for new businesses or improvements for existing businesses.

Core Expertise

General Ledger Reconciliation • Accounts Payable • Accounts Receivable • Payroll • Payroll Taxes • Financial Statements • Revenue Reporting & Business State Taxes • Forensic Auditing • Report Writing • Accounting System Set-up • Process Improvement • Research & Investigation

Professional History

ASP	Consultant	2023 - Current
A+ Accounting & Business Consulting LLC	Consultant	2021 - Current
Deborah S Larsen CPA	Bookkeeper	2022
Washington State Dept of Labor & Industries	Field Auditor III	2013 - 2021
Northshore Paving Inc	Controller	1997 - 2012

Accomplishments

- Key contributor to the creation and implementation of an auditing system
- Established company benefits package for employee retention program
- Implemented accounting software system to include job cost with new processes and procedures
- Prepared for, performed, and completed various audits for compliance with state law, providing a written findings reports
- Performed internal audit resulting in findings of an overpayment in taxes, returning over \$10,000 to client

Education / Licenses

- Bachelor of Arts Degree – Business Admin, Accounting, St. Leo University, FL

Software

- Microsoft Office (Word, Excel, Power Point, Outlook, Teams) • QuickBooks Online • Quickbooks Desktop • Zero • Computer Ease