



## Brook Ellis

### Qualifications Summary

Brook has over ten years experience providing hands-on private and public accounting services to mid-sized and small businesses in a variety of industries including professional services, construction, automotive repair and sales, retail sales, food service, and government. She possesses a comprehensive knowledge of GAAP, accounting systems, business operations, and taxation combined with an analytical, creative approach to solving problems and prioritizing workload, dedication to success of the team, and flexibility to quickly adapt to changing environments.

### Core Expertise

Full Cycle Accounting • Financial Statement Preparation & Analysis • GAAP Compliance • Accounts Payable • Accounts Receivable • Audit Performance & Representation • General Ledger Reconciliations • Multiple State Sales & Use Taxes • Payroll Processing & Reporting • Accounting System Clean Up • Vendor & Contract Management • Financial Reporting • Journal Entries • Business Setup • Systems Implementation

### Professional History

ASP	Consultant	2021 – Current
Consultant	Controller/Accounting Manager	2018 – 2020
SECO Development, Inc.	Assistant Controller	2016 – 2018
MadDad Accounting & Tax Services	Accounting Manager	2015 – 2016
Brown & Delaney, P.S.	Senior Accountant	2012 – 2015
DeCoria, Maichel & Teague P.S.	Staff Auditor	2010 – 2012

### Accomplishments

- Implemented dealer management system and introduced inventory cycle efficiencies, gross profit forecasting, and earnings reports, resulting in improved inventory turnover, reduced dependency on short-term financing, and improved morale.
- Negotiated an alternative calculation of underreported revenue during an audit, completely eliminating projected liability.
- Incorporated contract management and job costing to improve accuracy of committed cost data and budget performance analysis, allowing for recovery of \$1.5M in payments made in error.

### Education / Licenses

- BBA, Accounting – Eastern Washington University
- Certified Public Accountant – Washington State

### Software

- QuickBooks Online, QuickBooks Online Accountant, QuickBooks Pro Desktop
- Peachtree
- Sage 100
- Microsoft Office Suite