



Cindy Schutter

Qualifications Summary

Cindy brings over 30 years of experience providing accounting and office management services in the building and service industries. She has a comprehensive knowledge of accounting systems, business operations and has a creative approach to problem solving and prioritizing workloads.

Core Expertise

Accounts Receivable • Accounts Payable • General Ledger • Journal Entries • Bank & Credit Card Reconciliations • State & Federal Tax Reporting • Payroll Processing • 1099 & W2 Processing • Administer Employee Benefits • Collections

Professional History

ASP	Consultant	2022 - Current
United Site Services Inc	Sales Administration	2020 - 2022
Able Spiffy Biffy	Office Manager/Bookkeeper	2017 - 2020
Redmond Welders & Fabricators	Office Manager/Bookkeeper	1991 - 2017
Amfac/Rucker Fluid Power	SFD Training Coordinator	1979 - 1991

Accomplishments

- Converted a client from manual accounting to computerized accounting system - AccPac Plus
- Successfully converted same client from AccPac to QuickBooks
- Implemented WorkWave which allowed the company's revenue to grow by 50% in 3 years
- Created training materials and tested software for new accounting system - SFD - then traveled to company branches to train employees to use new operating system

Licenses

- Notary Public for Washington

Software

- QuickBooks, Microsoft Excel, Word, Outlook, Google Sheets
- FabWorks, WorkWave
- Navision, Salesforce