



Deanna Amaki

Qualifications Summary

Deanna is a skilled accounting and bookkeeping professional with over 10 years of progressive accounting experience working in professional accounting environments. She has worked with small to mid-sized companies, with a focus on professional service firms, supporting her clients' overall accounting activities.

Core Expertise

Accounts Payable • Accounts Receivable • General Ledger • Journal Entries • Bank and Credit Card Reconciliations • State and Federal Tax Reporting • Financial Statement Preparation • PPP Loans Payroll Processing

Professional History

ASP	Consultant	2021 – Present
Deanna Amaki, LLC	Owner	2015 – 2021
MC Group Hawaii, Inc.	Staff Accountant	2015 – 2020
Kenneth Takahashi, CPA	Junior Accountant	2010 – 2015

Accomplishments

- Managed workflow of bookkeeping and payroll administration to ensure quality control.
- Developed and implemented processes to smoothly transition multiple clients' data to new accounting software.
- Assisted multiple companies to adhere to the PPP forgiveness rules; clients successfully received 100% forgiveness collectively, over \$1M in total.

Software

- QuickBooks Online
- Accounting CS
- myPay Solutions
- Microsoft Office Suite
- TABS3