

## **Melissa Tomas**

### **Qualifications Summary**

Melissa is a skilled accounting and bookkeeping professional with over 15 years of experience in accounting, human resources, and office management. She has worked with small to mid-sized companies in multiple industries, including construction, real estate, property management, and startups.

### **Core Expertise**

Bookkeeping • Financial Statements • Accounts Payable • Accounts Receivable • State and Federal Tax Reporting • Payroll • Employee Benefits • Human Resources • Hiring • Back Office Support Services • Quality Assurance

### **Professional History**

Freelance Accounting Services		2018 – 2019
Hamish Anderson Custom Homes	Office Manager	2017 – 2018
Hardy Development/Urban Construction Company	Accounting Manager	2014 – 2017
Stratford Management Company	Office & Accounting Manager	2009 – 2017
BlueStar Management/Development	Director of Operations	2004 – 2008
Re/Max Northwest Realtors	Office Manager	1999 – 2004

### **Accomplishments**

- Provided comprehensive bookkeeping duties including financial and budget statements, accounts payable and receivable, payroll, submission of monthly and quarterly federal/state taxes, monthly General Ledger journal entries, cash flow management, review and reconciliation of bank accounts, and month-end closings.
- Managed a broad range of HR functions including payroll administration, personnel file management, employee screening/hiring/orientation, performance evaluations, and health benefits.
- Administered all new entity setups including formation of a Corporation/LLC in and out of state, obtaining a master license, and ordering an EIN.

### **Education / Licenses**

- Bachelor of Science – Accounting and Business Management, North Seattle Community College

### **Software**

- Sage 300, Quicken, QuickBooks (Pro, Premier, Enterprise and Online)
- ADP
- Windows 10, Microsoft Exchange Server, Word, Excel, Publisher, PowerPoint, Outlook, Smartsheets, Adobe Acrobat