

Nicole Pastarnack

Qualifications Summary

Skilled accountant with experience in diverse environments including nonprofits, small businesses, and property management organizations. Excels in building relationships, networking, and creative problem solving to find efficient and successful solutions. Possesses attention to detail, high integrity, and strong communication skills.

Core Expertise

Accounts Payable/Accounts Receivable • Financial Statement Reporting • Full Charge Bookkeeping • Leadership and Staff Mentoring • New Business Setup • Payroll and Payroll Taxes • City and State B&O Taxes • Bank Reconciliation • Audit Experience • Budget Creation • Software Implementations/Migrations

Professional History

Bellevue Botanical Garden Society	Accountant, Financial Analyst	2018-2019
Sandpoint Arts & Cultural Exchange	Accountant, Bookkeeper	2017-2019
Dose Safety, Inc.	Accountant, Bookkeeper	2015-2019
Westlake Associates, LLC	Accountant, Assistant Property Manager	2015-2018
The NestEgg Group	Accountant, Account Manager	2015
Fremont & Queen Anne Chambers of Commerce	Accountant, Bookkeeper	2014-2015
North Seattle Chamber of Commerce	Accountant, Bookkeeper	2014
SisAdmin, LLC	Director of Sales and Marketing	2012-2013
Avid International, Inc.	President/Founder	1995-2011

Accomplishments

- Responsible for tracking restricted and non-restricted income.
- Managed all accounting processes such as payroll, A/P and A/R, taxes, owner dispersal, financial reports, rent roll, journal entries, preparation of K-1s for partners, bank reconciliation, and payroll.
- Developed marketing campaigns and social media strategies that resulted in 23 percent increase in membership. Responsible for event planning and execution.
- Managed budgets and sales projections. Initiated and developed long-term sales relationships, superior client services, and efficient logistics coordination.
- Responsible for government accounting, and grant management.

Education / Licenses / Memberships

- Bachelor of Science, Cornell University
- QuickBooks Online Certified Pro Advisor

Software

- QuickBooks Desktop/Online/Enterprise, Quicken, Freshbooks
- Microsoft Excel, Word, Access, and Outlook