



Shawna M Johner

Qualifications Summary

Shawna brings thirty years of experience in accounting, payroll, sales tax, auditing, and management. Her attention to detail is key in identifying and resolving complex accounting issues to complete accurate financials. She likes to learn and find more efficient procedures and gives 100% to all that she does. Her career includes both furnished & unfurnished property management, the auto industry, and other small businesses.

Core Expertise

- Full-charge Bookkeeping
- Payroll & Sales Tax Filing
- Cash Flow & Budgeting
- Accounts Payable
- Accounts Receivable
- Reconciliation
- Financial Reports
- Tax & Audit Preparation
- CAM Reconciliations

Professional History

ASP	Consultant	2024 - Current
Balanced Bookkeeping & Accounting Svc	Owner/Bookkeeper	2018 - Current
Five R Inc	Office Manager	2018 - 2023
AvenueWest Denver	Accountant	2015 - 2018
AvenueWest Global Franchise	CFO/Accounting Manager	2011 - 2015

Accomplishments

- Implemented a new software program for a credit union as a systems administrator, overseeing training and support for employees
- Implemented a transition from QuickBooks to Oracle, overseeing the training of the team
- Trained new staff members, both in-person and remote, on how to use reporting software, including setting up their QuickBooks file and reconciling their trust accounts
- Assumed bookkeeping position with no training after loss of prior bookkeeper
- Managed over 35 bookkeeping clients in multiple states
- Transitioned a manual trust reconciliation process to Excel spreadsheets, significantly reducing the time it took to reconcile and increasing accuracy of data

Education / Licenses

- Associates in Accounting, Barnes Business College, Denver, CO

Software

- QuickBooks Desktop & QuickBooks Online
- Microsoft Excel
- Paychex
- Oracle