

# Ashley Schumann

Louisville, CO

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## Work Experience

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### **Senior Bookkeeper**

TLM - Denver, CO

July 2023 to Present

- Monitor accounts payable and complete weekly payment runs.
- Processed bi weekly payroll.
- Performed weekly bank reconciliations to ensure accurate records.

### **Tax Preparer**

Origin CPA Group

January 2021 to June 2023

- Prepared wide array of returns such as corporations, fiduciary, gift, and individual returns
- Reviewed, organized, and requested all the needed documents to complete clients tax return.
- Managed clients files and reports using Quickbooks and SurePrep.
- Analyzed tax law regulations to find potential deductions and recognize any deficiencies

### **Bookkeeper**

RES Success

September 2018 to June 2019

- Calculated, maintained, and reconciled checks to 50+ employees bi-weekly. Performed self-regulated reconciliations.
- Maintained monies due to vendors and the disbursement of cash.
- Reconciled and recorded monies due from customers and donors.

### **Payroll Specialist/ Executive Assistant**

Elite Business Enterprises

December 2017 to August 2018

- Process semi- monthly payroll for over 1,000 employees and monthly expense reports.
- Prepared, verified, and maintained payroll source documents for employees.
- Processed terminations, final checks, and any other off cycle checks.
- Reconciled time sheets to ensure accuracy of sick pay, overtime, holiday pay etc.
- Provided high level administration support to the CFO and Director of development.

### **Data Analyst**

Easterseals Bay Area

November 2016 to April 2017

- Responsible for inputting, maintaining and reconciliation of all patient's data.
- Received mail and inserted new data into the Jira system.

- Perform weekly reconciliation of all the billed therapy.

### **Student Body President**

Menlo College - Atherton CA

January 2015 to December 2016

- Elected by the student body to represent Menlo College.
- Communicated regularly with other student organizations, administrative offices, and faculty and community members.
- Responsible for allocating \$96,000 of student fees to various campus activities.

### **Bookkeeper**

Home Depot Interior

August 2016 to October 2016

Responsible for all accounts and financial software

- Maintain the relationships with vendors and accounts payable.
- Manage banking, cash deposits, credit cards, merchant deposits, and reconciliation
- Supervise the receiving and purchasing inventory activities.
- Advised manager on financial decisions, budgeting, and cash flow management.

### **Advanced Core Assurance Intern**

PricewaterhouseCoopers (PwC)

June 2016 to August 2016

- Prepared fieldwork procedures to assist in the audit engagement.
- Tested accounts including unrecorded liabilities, revenues, and journal entries.
- Review financial statements against the evidence collected in the audit process.
- Performed revenue testing on multi-billion-dollar acquisitions

Leadership and Activities

### **Resident Assistant**

January 2014 to December 2015

- Selected as one of the 15 out of 50 applicants to oversee the residence hall of 50 freshmen.
- Develop, plan and implement programs promoting safe sex, alcohol and drug abuse prevention, healthy lifestyles, and effective study skills.
- Mentor students, enforce residence hall policies, and resolve conflicts.

## Education

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### **Bachelor of Science in Business**

Menlo College - Atherton, CA, US

August 2012 to May 2016

## Skills

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- Tax Experience
- QuickBooks

- Accounts Payable
- CCH Axxess
- Payroll
- Accounts payable
- QuickBooks
- Bookkeeping
- Tax experience
- Leadership
- Purchasing