

# ANDIE NELSON

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## SUMMARY

Part-time bookkeeper with 18+ years across construction, manufacturing, and SaaS. Expert in QuickBooks Online, AP/AR, bank/CC reconciliations, month-end close, payroll, and sales tax. Clear documentation, fast cleanup, and CPA-ready reporting.

## CORE COMPETENCIES

AP/AR • Bank/CC Reconciliations • Month-End Close • Accruals/Prepays • Journal Entries

Payroll (Gusto/ADP) • Sales/Use Tax • 1099/W-9 • QBO Cleanup • Owner Reporting (P&L, BS, CF)

## TOOLS

QBO, Bill.com, Gusto, ADP, Stripe, Shopify, Excel/Sheets (pivots/XLOOKUP), Dext/Hubdoc, Ramp/Brex

## EXPERIENCE

### **Accounting Software Integration Expert (QBO) — Houzz (Ivy), Remote** *Apr 2018 – Present*

- Design COA/class/location mapping and workflows to eliminate sync errors and ensure GAAP-aligned postings.
- Train teams/partners; build docs and automations; interface with product/engineering on accounting-sensitive APIs.

### **Controller — First Impulse (Construction), CA** *Jul 2012 – Dec 2017*

- Owned full-cycle accounting (AP/AR, close, payroll, sales & use tax), bank/CC recs, and monthly financials.
- Handled project accounting paperwork incl. certified payroll, prelims, lien releases; built close checklist to tighten timeline.

### **Accounting & Marketing Manager — Collins Builders, Inc., CA** *Jan 2011 – Jul 2012*

- Supported accounting on AP/AR, bank recs, monthly reports, and tax prep.
- Led marketing/events; stood up health insurance program.

### **Accounting & Office Manager — American Integrated Services, CA** *Nov 2009 – Oct 2010*

- Ran AP/AR, job costing, payroll; produced monthly financials and certified payrolls.
- Managed insurance requests and project documentation.

### **Accounting Manager — ArthaWorks, Inc., CA** *Apr 2008 – Sep 2011*

- Owned general accounting, payroll, and HR; oversaw billing and forex conversions for international clients.
- Maintained policies/procedures and corporate filings.

**Accounting & Operations Manager — West Coast Choppers, Inc., CA** *Mar 2006 – Apr 2008*

- Managed accounting for multiple entities and 10+ bank accounts; processed payroll and sales & use tax.
- Supervised 15+ staff; handled restaurant AP/AR and monthly financials.

**SKILLS**

QuickBooks Online (QBO), Accounts Payable, Accounts Receivable, Bank Reconciliation, Month-End Close, Accruals, Prepaids, Fixed Assets, Journal Entries, Payroll, Gusto, ADP, Sales & Use Tax, 1099, W-9, Bill.com, Stripe, Shopify, Dext, Hubdoc, Cash Flow, P&L, Balance Sheet, General Ledger, Job Costing, Construction Accounting, GAAP.