

# Ashley Shaw

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## Accounting Manager

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A proactive and highly qualified Accounting Manager with 30+ years of experience overseeing and conducting complex accounting and financial transactions for large and small business organizations. Proficient in analyzing financial operations and devising solutions to improve processes. Well-practiced in implementing protocols to enhance productivity, reduce expenses, and streamline operations. A remote employee for the last ten years and possesses the reputation of a top-performer and an analytical thinker with outstanding problem-solving skills.

- A/P & A/R
- Financial Reports
- Budget Preparation
- Payroll
- Period-end Close
- Account Reconciliation
- Forecasting
- Human Resources
- Billing and Collections

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## Vocational Experience

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### Accounting, Payroll and Benefits Specialist

01/2022 – 10/2022

The HOUSEpitality Group, Richmond, VA

Recorded and reconciled daily bank activity. Recorded and reconciled daily income and expense activity for nine restaurants. Reconciled third party income and deposits (Stripe, Uber, DoorDash, GrubHub). Processed internal check requests and expense reports using third-party accounting software that integrated with cloud-based restaurant management platform. Processed and reconciled accounts payable using PlatelQ. Managed and reconciled various general ledger accounts and assisted with month-end close. Communicated and discussed accounting issues with General Managers and Department Heads. Managed weekly payroll for over 400 employees using Paycom. Audited timesheets for discrepancies or concerns. Handled employee inquiries regarding payroll issues or concerns. Oversaw corporate insurance and benefits information, as well as company 401k administration. Performed audit of provider invoices. Managed COBRA requests. Assisted with open enrollment and benefit renewals. Managed short-term disability requests. \*\* Position eliminated due to corporate restructuring\*\*

### Controller

11/2005 – 12/2021

The Teton Club/Raintree Resorts Management Company, Teton Village, WY

Served in a corporate director role and oversaw several critical departments, including Accounting, Benefits, Finance, and Human Resources from a remote office. Analyzed operational issues pertaining to corporate finances and implemented actions to improve anticipated outcomes. Implemented a reserve and replacement spending budget to track capital expenses and stabilize a \$3.5M reserve account.

Monitored daily accounting functions, including bill payment, invoicing, payroll, and revenues. Reconciled bank and credit card accounts, prepared commission payments, and produced all state and federal payroll tax reports. Collaborated with collection companies and legal counsel to ensure payments were received.

Conducted monthly and year-end closings. Prepared and distributed budget analyses, financial statements, and monthly cash flow reports that included multiple business entities. Monitored replacement costs to ensure compliance with budget mandates.

Engaged in weekly staff meetings as a member of the Executive Team. Interacted with Department Managers to plan annual budgets. Teamed with external auditors tasked to perform annual audits.

- Generated a 20% increase in interest income by reallocating the reserve funds.
- Reduced the annual auditing firm charges by 25% by improving internal controls.
- Achieved a 20% increase in rental revenues and a 25% decrease in expenses by enabling the monthly cash flow to support monthly, quarterly and annual forecasting of revenues and expenses.
- Attained a 50% reduction in Accounting Department payroll by assigning duties to the company controller.

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Page 2

## Controller (Part-Time)

2019 – 2020

New Kent Winery/Dombroski Vineyards, New Kent, VA

As the part-time controller I oversaw intercompany billings, reconciliation, and transaction activities. Organized schedules to manage capital leases and monthly payments. Compiled journal entries and performed account reconciliations. Performed month-end close and prepared journal entries.

Participated in month-end, quarter-end, and year-end closing processes, which included preparing monthly financial workbooks. Prepared monthly balance sheet and income statement analyses and submitted reports to senior management.

Contributed to the implementation, compliance, and maintenance of internal controls and accounting procedures to guarantee GAAP compliance. Organized financial data and presented information that was readily understandable and applicable. Engaged in impromptu reporting to senior management and various special projects.

## Accounting Associate

2002 – 2005

Vail Resorts, Snake River Lodge and Spa, Teton Village, WY

Assigned to perform accounts payable, accounts receivable, collections, and process daily revenues. Monitored company deposits and payments to ensure accuracy and timeliness. Prepared large group invoices for all resort charges. Balanced credit card transactions and daily ledger.

Tasked to process refunds and track chargebacks. Researched and launched a checkbook accounting system to monitor department spending, which eliminated overages and enhanced budget maintenance.

- Reduced outstanding accounts receivables to less than 60 days by improving proactive collection activities. Received recognition for maintaining the cleanest guest ledger of all domestic Vail resorts.
- Assumed responsibilities of two positions to generate \$55K company savings in salary and benefit costs.
- Generated data entry time savings by incorporating owner accounting into the company software system.
- Implemented improvements to the accounts payable process to attain significant financial savings in late fees.

## Full-Charge Bookkeeper

1999 – 2001

Hawkins, Kominsky, Devries, and Associates, PC, Jackson, WY

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## Software Proficiency

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|-----------------------------------|----------------------------|-------------------------|
| • QuickBooks (Online and Desktop) | • QuickBooks Pro Certified | • Square                |
| • MS Office Suite                 | • Turbo Tax                | • Toast                 |
| • Paycom                          | • Restaurant 365           | • Plate IQ              |
| • Google Suite                    | • 7 Shifts                 | • Expensify             |
| • Monday.com                      | • TSheets                  | • PayPal for Businesses |

Knowledgeable in ADP financial services and numerous client accounting systems. Also competent in social media marketing, and minor web page updating.

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## Education

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Colorado Technical Institute  
Colorado Springs, CO