

James L. Solman

Senior Accountant / Bookkeeping Manager

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Professional Summary

Analytical and results-driven accounting professional with 28 years of full-cycle bookkeeping and accounting experience. Proven success managing general ledger, payroll, accounts receivable/payable, reconciliations, and compliance filings. Recognized for improving efficiency, reducing CPA costs, and delivering accurate financial reporting. Proficient in GAAP, Passport Business Solutions (formerly RealWorld Accounting), IRS EFTPS, and MS Office. Reliable and detail-oriented, with a reputation for integrity and long-term reliability — ready for immediate placement in accounting and bookkeeping roles.

Currently completing NACPB's college-level accounting certification program to refresh and formalize professional knowledge.

Equivalency: 28 years of progressive, full-cycle accounting experience providing the practical foundation typically associated with formal accounting education.

Available for contract, contract-to-hire, temp-to-hire, or permanent accounting/bookkeeping roles immediately. Temporary positions will also be considered.

Areas of Expertise

- Full-Charge Accounting Operations
- Job Costing - Complete Cycle
- Percentage Of Completion Contract Billing
- Accounts Receivable - Complete Cycle
- Accounts Payable - Complete Cycle
- Payroll - Complete Cycle
- General Ledger - Complete Cycle
- Payroll Management
- Financial Documentation
- Records Maintenance
- Account Reconciliations (Bank, Loan, Vendor, Customer)
- Reconciliation of subsidiary ledgers to general ledger
- Cost Minimization
- Performance Optimization
- Financial Software Utilization
- Process Improvement
- Team Training & Development

Professional Experience

Colvin and Son Heating Co., Inc. — Maryville, TN

Clerical / Bookkeeping | 1993 – 2019

Executed full-cycle bookkeeping operations, including invoicing, general ledger maintenance, account reconciliation, and payroll processing. Filed IRS 941, FUTA, TN Sales & Use, and unemployment taxes. Also used IRS EFTPS. Ensured accuracy of all financial records and compliance with state and federal requirements.

Key Accomplishments – Colvin and Son Heating Co., Inc.

- Developed automated billing, text expansion, and job list utilities using AutoHotkey to streamline workflows.
- Upgraded company accounting from spreadsheets to a full integrated accounting platform.
- Reduced CPA costs through exceptional bookkeeping and reconciliations.
- Collaborated with CPA to identify and resolve historical bookkeeping issues.
- Implemented macros and LotusScripts, boosting efficiency in accounting operations.
- Automated manual check handling procedures, reducing processing time.
- Trained staff and streamlined service department processes through custom software implementation.

Total Transportation of Mississippi — Richland, MS

CMV Operator | 2019 – 2025

Operated CDL Type A tractor-trailer units with 53' and pup trailers across regional routes, maintaining accurate DOT logs and safety compliance.

Transdev United States — Knoxville, TN

Bus Driver | 2025 – Present

Safely operate transit buses serving the University of Tennessee campus. Demonstrate reliability, punctuality, and adherence to passenger safety and university service standards.

Education & Training

National Association of Certified Public Bookkeepers (NACPB)

Accounting Fundamentals – College-Level Bookkeeping Program

Status: In Progress (Estimated Completion: within 4–6 weeks)

Leads to NACPB Bookkeeper Certification (non-licensure)

Gale Course – Accounting Fundamentals II

Gale Course – Accounting Fundamentals I

Professional Memberships

National Association of Certified Public Bookkeepers (NACPB) – Active Member

American Institute of Professional Bookkeepers (AIPB) – Active Member

Active member participating in continuing professional education and certification development.