

## **KERRI A. WASHBURN**

Spring Branch TX 78070

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**Objective:** Objective: To obtain a challenging, motivating position to enhance and increase my accounting and business professionalism while being a valuable asset to an organization.

**Summary:** Hardworking and dedicated individual with a positive attitude and great team player. Active employment in many sectors including small public accounting firms. Excellent relationship building skills and ability to adapt to a fast pace and changing environment. Versed in analytical and critical thinking regarding operational and financial business applications, GAAP, double entry bookkeeping and Balance Sheet accounting.

### ***Professional Experience:***

Full Charge Bookkeeper | 2013 – Present

- Execute full-cycle financial close processing by managing general ledgers through monthly financial statement issuance for a portfolio of over 30 companies.
- Perform complex financial data reconciliation across bank accounts, credit cards, and money management accounts to ensure 100% accuracy in reporting.
- Utilize QuickBooks (Desktop and Online) as a Certified ProAdvisor to streamline accounts payable, accounts receivable, and payroll operations.
- Direct financial strategy through the preparation of monthly cash flow reports, annual budgets, and weekly cost-of-sales analysis.
- Maintain tax and audit compliance by implementing sales, franchise, and TABC tax statements while assisting in annual income tax preparations and audits.
- Led and mentored junior bookkeepers, ensuring high standards of business professionalism and operational efficiency.

### ***Work Experience:***

ClearBook Solutions – San Antonio, Texas - *Independent Bookkeeper (February 2025- Present)*

Bill Braden CPA – San Antonio, Texas - *Full Charge Bookkeeper (September 2023 – February 2025)*

Wendy Norman CPA – Houston, Texas – *Full Charge Bookkeeper (September 2013 – September 2023)*

Rockwell Fund, Inc – Houston, Texas - *Accounting Assistant to CFO (May 2007 – July 2013)*

Casa Builders Inc – Bellaire, Texas - *Full Charge Bookkeeper (Nov 2000-May 2007)*

J. Hill & F. Beard of ZZ Top – Houston, Texas - *Personal Bookkeeper/Secretary (Nov 1996-Oct 2000)*

### ***Education, Certifications, Skills:***

- Stephen F. Austin University, Nacogdoches, TX, Accounting/Business
- QuickBooks Online ProAdvisor
- AIPB Certification (In Progress)
- Extensive knowledge in QuickBooks Desktop & Online, Microsoft Excel, Outlook, Microsoft Office, Google Workspace