

Nick James Nelson

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PROFESSIONAL SUMMARY

Bookkeeper with 15+ years of hands-on experience helping small businesses manage cash flow, maintain accurate financial records, and make informed financial decisions. Strong background in full-cycle bookkeeping, payroll, and financial reporting across fitness businesses, rental properties, and HOA management. QuickBooks ProAdvisor with a practical, systems-driven approach to keeping books clean, organized, and audit-ready. Available for part-time and contract bookkeeping work (remote or Denver-area).

BOOKKEEPING SERVICES

- Monthly bookkeeping & bank/credit card reconciliations
- Cleanup / catch-up bookkeeping
- Accounts payable & receivable management
- Payroll processing & 1099 vendor management
- Financial reporting (P&L, balance sheet, cash flow)
- Budgeting & cash flow tracking
- QuickBooks setup, optimization, and support

CORE SKILLS

Bookkeeping: Full-cycle bookkeeping, general ledger, month-end close, reconciliations

Payroll & Compliance: Multi-state payroll, contractor management, 1099s

Financial Management: Budgeting, forecasting, cash flow analysis, P&L review

Software: QuickBooks Online/Desktop, Excel, Google Sheets, MindBody Online

Industries Served: Fitness businesses, rental properties, HOAs, small service businesses

PROFESSIONAL EXPERIENCE

Operations & Sales Manager (Remote)

Peter Welch's Gym | Sept 2016 – May 2025

- Managed full-cycle bookkeeping including payroll, billing, and monthly reconciliations, ensuring accurate and timely financial reporting
- Maintained clean and organized financial records across all business operations
- Identified and resolved discrepancies, improving reporting accuracy and audit readiness
- Prepared financial reports and supported budgeting/forecasting to improve cash flow visibility
- Led transition to a fully online business model during COVID, retaining ~80% of revenue
- Supported business growth through operational and financial oversight, contributing to 500+ new memberships annually

Owner & Property Manager

Residential Rental Portfolio | Jan 2014 – Present

- Perform full-cycle bookkeeping for multiple rental properties, including rent tracking, expense categorization, and monthly reconciliations
- Monitor cash flow and profitability across properties
- Track capital improvements and maintain accurate records for tax reporting
- Develop annual budgets and optimize rental pricing based on market conditions

General Manager

Peter Welch's Gym | Sept 2010 – Sept 2016

- Held full P&L responsibility, managing payroll, expenses, and financial performance
- Implemented MindBody software to improve financial tracking and reporting accuracy
- Developed KPIs and financial reporting systems to support business growth
- Grew membership base from 300 to 1,000+ while maintaining operational efficiency

Elevator Sales Representative

KONE Inc. | Jul 2007 – Sept 2010

- Managed financial components of \$6M+ in contracts, including pricing and change orders
- Ranked top 10 nationally in new equipment sales (2009)
- Collaborated with developers and architects on project planning and budgeting

ADDITIONAL EXPERIENCE

President

CDS Homeowners Association | Feb 2025 – Present

- Oversee budgeting, financial planning, and vendor management for 100-member HOA

Property Trustee

128 W 9th St Condo Trust | Oct 2015 – Nov 2024

- Managed HOA finances including budgeting, expense tracking, and vendor payments

CERTIFICATIONS & EDUCATION

- Certified Public Bookkeeper (CPB), NACPB – In Progress (coursework completed)
- QuickBooks Online ProAdvisor
- Bachelor of Science, Advertising & Business Management – Iowa State University

AVAILABILITY

10–25 hours per week • Open to contract or part-time work

Remote preferred • Available for Denver-area clients