SHARAYAH D. HUNSINGER

Lakewood, WA | (253) 549-9674 | sharayah@sdhbookkeepingllc.com

FULL CHARGE BOOKKEEPER | QUICKBOOKS ONLINE PROADVISOR I & II

Full charge bookkeeper with 6 years of experience serving law firm, real estate, nonprofit, and small business clients. Currently manage 7 clients, several with multiple entities. Specialize in QuickBooks Online cleanup, reconciliation, IOLTA trust accounting, AppFolio property accounting, and payroll, turning disorganized books into accurate, tax ready records. Self directed, precise, and reliable across a busy multi client workload.

AREAS OF EXPERTISE

Full Charge Bookkeeping • Books Cleanup & Catch Up • CFO & Management Reporting • Bank & Credit Card Reconciliation • Month End Close • A/P & A/R • General Ledger & Journal Entries • Trust / IOLTA Accounting • AppFolio Property Accounting • Nonprofit Grant & Donor Tracking • Payroll Processing • Financial Statement Preparation • 1099 & W-9 Management • Chart of Accounts Cleanup • Quarterly Estimated Taxes

EXPERIENCE

Owner / Full Charge Bookkeeper (1099) May 2026 to Present

SDH Bookkeeping | Lakewood, WA

- Run an independent bookkeeping practice for 7 clients across law firm, real estate, nonprofit, and small business, several with multiple entities.
- Manage full cycle QBO work: bank, credit card, and IOLTA/trust reconciliations through month end close.
- Handle property management accounting and bank reconciliations in AppFolio for a multi property real estate portfolio.
- Track nonprofit grants and donors and reconcile Zeffy donations and pledges against QBO.
- Resolve complex ledger issues (suspense accounts, misclassified income, unapplied payments, duplicate postings) to deliver tax ready books.
- Run weekly multi source payroll verification (hours, spreadsheets, ADP) and prepare compiled financial statements for client and CPA review.

QuickBooks Online Live Expert Sep 2025 to May 2026

JDA TSG

- Delivered live, real time QBO bookkeeping support and best practice guidance to clients.

Stay at Home Parent Feb 2020 to Sep 2025

Bookkeeper & Patient Services Driver Feb 2019 to Feb 2020

RBHCF | Gig Harbor, WA

- Managed daily bookkeeping, A/P and A/R, payroll, and benefits administration for healthcare facilities.
- Maintained accurate, compliant financial records and ensured timely payments.

Field Maintenance Supervisor May 2017 to Feb 2019

StayPineapple Hospitality | Seattle, WA

- Ran department bookkeeping and payroll, overseeing budgets, vendor payments, and records for a team of technicians.

Maintenance & Environmental Services Director May 2016 to Jul 2017

Cascade Park Gardens, Memory Care | Tacoma, WA

- Led bookkeeping and payroll across multiple departments; oversaw budgets, hiring, and HUD/state compliance.

Project Manager Apr 2015 to May 2016

Tacoma Electric Supply | Tacoma, WA

- Developed cost estimates and managed project budgets with detailed financial tracking and code compliance.

VOLUNTEER EXPERIENCE

- **Crisis Counselor, The Trevor Project:** provided empathetic, high pressure crisis support, honing communication and problem solving skills.
- **Volunteer, American Red Cross:** supported community relief and preparedness efforts.

EDUCATION & CERTIFICATIONS

- QuickBooks Online ProAdvisor I & II Certified
- GED, Clackamas Community College, 2009 | Job Corps Maintenance Training (Crew Chief leadership)

TECHNICAL SKILLS

QuickBooks Online • AppFolio • ADP • TriNet • Gusto • Bill.com • LawPay / AffiniPay • CloudLex • Docketwise • Zeffy • Salesforce • Adobe Acrobat • Microsoft Office (Excel, Word, Outlook) • Google Workspace