



## Full Charge Bookkeeper

# Shing Shao

### Professional summary

Results-oriented Full Charge Bookkeeper with over 10 years of comprehensive experience in financial accounting. Proficient in managing accounts payable and receivable, payroll processing, and financial reporting. Skilled in utilizing QuickBooks and Excel to streamline processes and ensure accuracy. Demonstrated ability to tackle complex financial challenges with attention to detail and problem-solving acumen.

### Experience

#### Full Charge Bookkeeper

2022 - Now

Sunrise Consulting Firm / Concord, CA

- Enhance accounts payable and receivable efficiency by streamlining invoice entry and payment processing procedures, resulting in a 20% reduction in processing time.
- Perform 100% accuracy in monthly bank and credit card account reconciliations, identifying and rectifying discrepancies promptly to ensure financial integrity.
- Spearhead payroll processing for a team of 50+ employees, meticulously calculating wages, deductions, and taxes, resulting in error reduction by 25%.
- Prepare comprehensive monthly and quarterly financial reports, providing management with actionable insights and facilitating informed decision-making.

#### Senior Bookkeeper

2017 - 2022

Summit Accounting Services / Sacramento, CA

- Implemented streamlined accounts payable process, resulting in a 20% reduction in payment processing time.
- Spearheaded monthly financial reporting process, leading to a 15% increase in accuracy and efficiency.
- Managed payroll processing for 100+ employees, ensuring compliance with state and federal regulations and reducing payroll errors by 30%.

#### Bookkeeper

2014 - 2017

Summit Accounting Services / Sacramento, CA

- Collaborated with clients to streamline their financial processes, resulting in improved efficiency and accuracy in financial record-keeping.
- Implemented cost-saving measures by identifying areas of potential waste and inefficiency within client accounts, leading to a 15% reduction in operational expenses.
- Conducted regular reviews of accounting policies and procedures to ensure compliance with regulatory standards and industry best practices.

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### Education

#### Bachelor of Science in Accounting

2010 - 2014

California State University

Sacramento, CA

- Graduates Summa cum Laude

### Skills

Financial Statements	◆◆◆◆◆
Payroll Processing	◆◆◆◆◆
Budgeting	◆◆◆◆◆
Cash Flow Management	◆◆◆◆◆
Bank Reconciliation	◆◆◆◆◆
Tax Preparation	◆◆◆◆◆
Auditing	◆◆◆◆◆
QuickBooks	◆◆◆◆◆
Invoicing	◆◆◆◆◆

### Languages

- ◆ Mandarin (Fluent)
- ◆ German (Intermediate)

### Courses

#### Certified Bookkeeper (CB)

2014

American Institute of Professional Bookkeepers (AIPB)