

SUSAN SMALL

2 Commercial Blvd, Suite 101F, Novato, CA 94949

(415) 847-0947

Budgetkeepers1@gmail.com

www.budgetkeepers.net

PROFESSIONAL PROFILE

- Junior level accountant responsible for performing data entry operations while ensuring that the books are accurate and presented in prescribed format.
- Board Member, community advocate and event coordinator for education-based, non-profit organizations.
- Exceptional computer skills in MS Word, Excel, Access, Outlook, and QuickBooks.

EXPERIENCE

Bookkeeping, San Rafael, CA

January 2010 – Present

Budget Keepers (www.budgetkeepers.net)

- Responsible for bookkeeping and payroll services for individuals and small businesses. Performing reconciliations, accounts payable/receivable and general ledger entries.
- Safeguarding quality controls and compliance with policies and procedures within strict guidelines.
- Provide timely and accurate financial information. Delivering monthly, quarterly, and annual Profit and Loss statements and Balance Sheets for management within deadlines.

Office Manager/Assistant to CEO

Oct. 2006 – Mar. 2009

Accolo, Inc., Larkspur, CA

- On-boarding and orientation of new employees during a period of enormous organizational growth – doubling the number of employees and opening two new offices.
- Coordinated quarterly, company-wide meetings within prescribed budgets, including travel arrangements and expense statements; venue, catering and activities, guest speakers and AV needs,
- Project manager for national HR webinars, including travel arrangements and expense statements, venue, catering and activities, guest speakers, AV needs

Office Manager

Sept. 2005 – Oct. 2006

Liviakis Financial Communications, Inc., Mill Valley, CA

- General office management, business contract maintenance.
- Database management of 4000+ investor/broker contacts.
- Project management on investor relations campaigns, fundraising and celebrity endorsements.

Executive Assistant

Apr. 2001 – Sept. 2005

Bay City Capital, LLC, San Francisco, CA

- Supported two VP's and two Investment Analysts – concurrently.
- Arranged international and domestic travel, expense reports, meeting calendars.
- Assisted in creation of \$400MM Private Placement Memorandum.
- Supervised research library of investments and contract memorandum.

Administrative Manager

Apr. 2000 – Apr 2001

Pacific Exchange, San Francisco, CA

- Provided administrative support to 19 members of the Board of Governors.
- Processed committee payments for BOG.
- Project manager for bimonthly BOG meetings, including publishing board book, arranging travel and submitting expense statements, contracting venue space, catering needs and activities.
- Audited invoices from third party law firms.
- Assisted in PCX Annual Member Elections.

EDUCATION

Project Manager Certification, Project Management Institute 2008

Home Day Care Provider, US Air Force 1998

Medical Office Assistant, B.O.C.E.S, NY 1996

PROFESSIONAL REFERENCES

John Younger, CEO, Accolo, Inc. - (415) 785-7833

John Liviakis, CEO, Liviakis Financial Communications, Inc. - (415) 389-4670

Norma Robbins, Petaluma Peoples Services – (707) 396-6883