

## ALEX ALLRED

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### SUMMARY

Owner of a thriving bookkeeping business • Eight years in leadership roles at a non-profit writing center – operations, finances, human resources and facility • Six years as Accounting Manager at a for-profit company with \$10M in sales • Excellent communicator • Technologically inclined • Creative thinker and problem solver

At Balance Bookkeeping:

### OWNER

### PROFESSIONAL HIGHLIGHTS

- Bookkeeping services for small businesses including income and expense tracking, budgeting, state filings and payroll
- A/P, A/R, bank reconciliation, finance statements
- Quickbooks
- Specialize in setting up systems for businesses who have not created bookkeeping procedures or need improvements, efficiencies
- Weekly, monthly or quarterly appointments, flexible schedule
- Clients include a towing company, landscapers, real estate agents, and a language immersion pre-school

At 826 Seattle:

### LEADERSHIP AND FINANCE

- Second in command - oversee the smooth functioning of a tutoring center, retail store and our 13-person staff as well as over 400 active volunteers donating 12,000 hours a year
- Oversaw the finances and budget from of \$248,000 in 2005 to \$774,000 in 2013 and ended every year in the black
- Finance statements and cash flow for the Board of Directors
- Initiated and maintained systems and procedures for ensuring proper controls, adhering to GAAP and creating transparency. Manage investments, bank relationships, and annual filings with the City of Seattle, Secretary of State, IRS and the national office

### HUMAN RESOURCES / OPERATIONS / FACILITY

- Hiring and firing, personnel recordkeeping and compliance with state and federal regulations as 826 Seattle has grown from a two to a thirteen person staff
- Administered payroll and benefits program (health care and PTO tracking), employee manual
- On-site IT manager for 25 networked computers
- Insurance, routine safety checks and compliance, risk management and crisis procedures

At Accoutrements / Archie McPhee:

### ACCOUNTING MANAGER

- Oversaw 3-person department who were responsible for all A/P and A/R functions, financial statements, credit management, foreign transactions and banking relationships
- \$10M sales / 8,000 accounts
- Partnered with bank for annual bank audit

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### SKILLS

- QuickBooks, MS Office; basic networking
- Payroll and benefits administration
- Database upkeep and management (File Maker Pro)
- Various CMS and mailing list clients (Constant Contact, myEmma, Expression Engine, Wordpress)
- Financial statements
- Excellent communication skills
- Equally comfortable with Mac and PC platforms
- Nuanced understanding of how departments and individuals interconnect and affect one another
- Passionate mentor and leader, emotionally intelligent and empathic, killer sense of humor
- Fire-putter-outer. Copier whisperer

### EMPLOYMENT HISTORY

Owner	Balance Bookkeeping	2009 - present
Associate Director	826 Seattle	2010 - 2014
Finance & Operations Manager	826 Seattle	2006 - 2010
Accounting / Accounting Manager	Accoutrements / Archie McPhee	1997 - 2006
Customer Service	Accoutrements / Archie McPhee	1995 - 1997

### EDUCATION

BA in Creative Writing & English Literature  
U.C. Santa Cruz

### REFERENCES

Susan Papanikolas, Owner - How Does Your Garden Grow - [spanikolas@gmail.com](mailto:spanikolas@gmail.com)  
Tim Miller, Owner – Lowside Towing & Assistance – [tim@lowsidetna.com](mailto:tim@lowsidetna.com)  
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