



CONTACT INFORMATION

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 Salt Lake City, UT

KEY SKILLS

- QuickBooks Online and Desktop
- NetSuite
- Month-end close and reconciliations
- Accounts payable and accounts receivable
- Multi-state sales tax filing (TaxJar, Avalara)
- Payroll processing (Gusto, ADP)
- Bank and merchant reconciliations (Shopify, Square, Stripe)
- Job costing and project billing
- 1099 preparation and year-end support
- Inventory and gift card liability tracking
- Financial reporting (P&L, balance sheet, cash flow)
- Microsoft Excel (pivot tables, VLOOKUP, SUMIFS)

TASHA BRENNAN

Bookkeeper

Bookkeeper with 6 years across professional services and e-commerce. Closes books monthly on QuickBooks Online and NetSuite, handles multi-state sales tax, and runs payroll through Gusto and ADP. Comfortable working directly with owners and external accountants.

PROFESSIONAL EXPERIENCE

2022 - Present

Senior Bookkeeper | Wasatch Bridal Collective, Salt Lake City, UT

- Manage books for a 4-store bridal retailer with \$6.8M in annual revenue across Utah and Idaho.
- Reconcile Shopify, Square, and Stripe deposits to the bank each week and resolve discrepancies before they hit the close.
- File sales tax returns in 6 jurisdictions through TaxJar and have kept the company penalty-free for 14 consecutive quarters.
- Took over month-end close from the owner and now deliver financials by the 6th business day each month.
- Coordinate with the outside tax firm on year-end, including inventory valuation and gift card liability schedules.

2020 - 2022

Bookkeeper | Linder & Park Architecture, Park City, UT

- Handled AP, AR, and project billing for a 22-person architecture firm using QuickBooks Online and Harvest.
- Cleaned up roughly \$84,000 in stale unbilled time by setting up a weekly billing review with the project managers.
- Processed bi-weekly payroll through Gusto, including prevailing wage tracking for two municipal projects.
- Prepared monthly P&L by project so partners could see which job types were actually profitable.

2018 - 2020

Junior Bookkeeper | Crestview Outsourced Accounting, Ogden, UT

- Carried a book of 12 small-business clients across construction, fitness, and food service.
- Closed monthly books, prepared 1099s at year-end, and answered client questions on coding and payroll.
- Migrated four clients from QuickBooks Desktop to Online without loss of historical data or report continuity.

EDUCATION

Associate of Applied Science in Accounting, Salt Lake Community College, 2018

QuickBooks Online ProAdvisor Certification, Intuit, 2020

Certified Bookkeeper (CB), American Institute of Professional Bookkeepers, 2021