



Jennifer England

Qualifications Summary

Jennifer has been performing full-cycle bookkeeping since 2010 across numerous industries including non-profits, government, and professional services. Jennifer believes in utilizing technology to maximize efficiency and collaborates with her clients to tailor her services precisely to the needs of each individual business.

Core Expertise

• Payroll • State & Federal Returns • Full-Cycle Bookkeeping • WA B&O & Excise Tax Returns • Bank & Credit Card Reconciliations • General Ledger Reconciliations • Accounts Payable • QuickBooks Desktop to Online Conversions

Professional History

ASP	Consultant	2024 – Current
England Accounting	President	2012 – Current
DSB Investments, Inc	Bookkeeper, Office Manager	2020 – 2024
Highline Water District	Senior Accounting Specialist, Payroll	2019 – 2020

Accomplishments

- Successfully navigated a general contractor business through a Labor and Industries audit
- Represented a cannabis business through a Department of Revenue audit that resulted in no reporting discrepancies being found
- Set up and maintained new books and payroll for an electrical contracting business that was paying vendors in cash and turned “contractors” into employees
- Turned many shoeboxes of receipts into tax-ready financials for CPAs
- Improved inefficient processes that resulted in an expense reduction of 22% year over year
- Prepared quarterly and annual 941/940’s using self-created Excel template

Education / Licenses

- Santa Rosa Junior College, Small Business Management Certification
- QuickBooks Online Certified ProAdvisor
- National Association of Cannabis Accounting & Tax Professionals, Certified Seed Counter

Software

- QuickBooks Online & Desktop • AppFolio Property Management Software • Gusto Payroll • ADP Payroll • MS Office Suite • Google Suite