



Kristin Jaksha, EA

Qualifications Summary

Kristin is a self-driven and directed professional with over 30 years of experience in Full Charge Bookkeeping, Payroll and General Business Knowledge. Continually learning new skills and obtaining new certifications. Most recently obtained Enrolled Agent License to practice in front of the IRS.

Core Expertise

• Accounting System Setup • Full Charge Bookkeeping • Financial Reporting • Tax Preparation • Payroll & Payroll Taxes • State Tax Prep & Filing (WA DOR, L&I, ESD) • Accounts Receivable • Accounts Payable • Journal Entries • Hospitality Industry - Restaurants.

Professional History

ASP	Consultant	2023 - Current
Summit View Accounting	Enrolled Agent/Tax Prep	2023 - Current
Crocketts Restaurant Group	Controller	2006 - 2022
Kristin Jaksha	Owner/Full-Service Bookkeeping Co.	1998 - 2023

Accomplishments

- Helped grow a restaurant company from one to five locations. Set up and implemented all IT systems. Implemented all processes and procedures within the accounting and payroll office.
- Provided timely and accurate financial reporting for management, owners and third parties, such as banks and CPA firms.
- Implemented proprietary online ordering system.
- Successfully set up and administered processes and procedures for clients to remain in compliance with GAAP.
- Participated in State and Federal Audits with a low return on errors.

Education / Licenses

- WGU-BS-Accounting
- EA, Tax Pro

Software

- Quickbooks, Desktop & Online • Excel • Microsoft Office 365 • Lacerte Tax Software • Hospitality Software: Toast, Aloha, Speedline, PlateIQ • Payroll Software: QuickBooks, Payroll Solutions, ADP, Paychex