

Allerton Steele
allerton@roughmagic.com
510-527-6094
557 Lexington Ave.
El Cerrito CA 94530

Bookkeeping, accounting

Terms

Hourly billing only
1099/contract preferred; part-time only
Rates quoted on request

Services

Accounting systems and QuickBooks setup
Routine transaction entry
End of period review, adjustments, close
Assistance with non-profit IRS 990, 990EZ, 990PF
Sales tax
Grant accounting (but not grant writing)
Documentation and runbooks
Special reports and analysis (QuickBooks/Excel)

Experience

Over thirty years business experience as bookkeeper, accountant, tax consultant, programmer, systems analyst and technical writer. Small firms and large. Service, retail, small manufacturers. For-profit and non-profit (c(3) and c(7)). Corporation, partnership, sole proprietorship.

References

Teresa Goines	Whitney Gabriel	Josefa Vaughan
Founder/Director	Executive Director	Founder
Old Skool Café	CMRPI	ArtSeed
415-407-9171	(510) 740-1410	415-409-1761
teresa@oldskoolcafe.org	wgabriel@cmrpi.org	josefavaughan@gmail.com

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Additional Information

I have a long history of working on the accounting and technical aspects of business: originally as a tax consultant, then as a bookkeeper, as a computer programmer and analyst, and as a technical writer. Looking for something that would be suitable as a retirement profession, I returned to accounting, refreshing my knowledge at UC-Berkeley extension and gaining practical experience with five years in a small CPA firm.

Now semi-retired, I am looking for interesting, part-time accounting positions, short-term or long-term. My main interest is in non-profit organizations, but I am fully qualified to deal with small businesses. I currently have four non-profit organizations and one for-profit company that rely on me to maintain their books and advise them on accounting matters. My clients have ranged in size from shoestring operations to multi-million dollar organizations.

Education

BA in Economics *magna cum laude*

Accounting curriculum at UC-Berkeley Extension sufficient for CPA qualification