**CAREER SYNOPSIS & OBJECTIVE:**

As an experienced Accounting and Administrative Generalist, I am seeking a position that will allow me to bring my broad understanding of a number of industries and extensive skill-set to an organization. With the ability to move easily from role to role within an Accounting Department, I am able to bring flexibility and knowledge of the inter-connectivity of each facet.

Having worked in both full-time and consulting capacities, I pride myself on being able to “hit-the-ground-running” and offer a material contribution to any company to which I am affiliated, immediately upon joining.

**Core Competencies:**

* Data Analysis/Analytics specializing in finance and quantity for period comparison and budget
* Reporting and report customization with particular emphasis on automation and ease of use
* Advanced Microsoft Suite Skills: Excel (Pivot Tables, VLOOKUP, hyperlinkage); Word, Outlook, PowerPoint, Access
* Full-Charge Accounts Payable with a concentration on compliance, contract and cash flow impact
* Full-Charge Accounts Receivable with a concentration on collections, cash receipt, compliance and revenue recognition
* General Ledger Accounting concentrating on close procedures, adjusting entries and journal reconciliation
* Fixed Asset, Amortization, Depreciation, Accrual and Allocation a concentration on scheduling and compliance
* Particular strengths in Policy & Procedure analysis, drafting and implementation to assure compliance with Company, Governmental, GAAP & SOX expectations
* Extensive ERP system experience including: QuickBooks, NetSuite, Oracle (to R12), SAP and Microsoft Dynamics
* Operations and Office Administration concentrating on efficiency, protocols and logistics, reception and planning
* Specialization in Training, Procedural and step-by-step manual generation for ERP systems as well as interactive training
* Supervisory experience to 10 individuals

**PROJECT/WORK EXPERIENCE:**

**May 2011 to May 2012**

***Amazing Grass - San Francisco, CA (Contract - Services Rendered a sonnykohler.com® endeavor)*** [***http://amazinggrass.com***](http://amazinggrass.com)

Industry: Organic green superfood and health supplement manufacturer and retailer

Title: Business Analyst/Bookkeeper ERP/CRM: QuickBooks Enterprise, NetSuite, SAS

* *Functional implementation of NetSuite ERP and redesign of accounting and reporting systems for audit and regulatory compliance and Administrative Bookkeeping duties to include fully documented cross-departmental procedural training*

**September 2010 to May 2011**

***Tagged, Inc. - San Francisco, CA (Contract - CV Partners)*** [***http://about.tagged.com***](http://about.tagged.com)

Industry: Social Media

Title: Accounting/Audit Administrator ERP/CRM: QuickBooks Enterprise, SalesForce.com

* *Redesign and institution of protocol and procedural system for audit and regulation compliance and general support administration for Accounting Department functions including fully documented cross-departmental procedural training*

**April 2010 through September 2010**

***SenSage, Inc - San Francisco, CA (Contract - Accounting Principals, formerly Ajilon)*** [***http://sensage.com***](http://sensage.com)

Industry: Security and Audit Software Sales and Support

Title: Bookkeeper ERP/CRM: QuickBooks Enterprise, SalesForce.com

* *Full-charge Bookkeeping including redesign and reconciliation of accrual, amortization and fixed asset schedules compliance and accurate reporting purposes*

**January 2010 through April 2010**

***Art.com - Emeryville, CA (Contract - Accountemps/Robert Half International)*** [***http://www.art.com***](http://www.art.com)

Industry: Online Retail distribution

Title: Accounts Receivable Administrator/Analyst ERP/CRM: Oracle R12, SalesForce.com

* *Accounts Receivable administration, data-integrity, and analysis/reporting design and structuring during implementation phase of Oracle R12 upgrades*

**January 2008 through November 2009**

***FanCy (fdba Seismicom, Inc.) & Brand Force, Inc. - San Francisco, CA (Full-time)***

Industry: Marketing and Branding

Title: Accounting and Operations Administrator ERP/CRM: Clients & Profits, Maconomy, SalesForce.com

* *Full-Charge Bookkeeping and eventual takeover of Human Resources and Payroll. Guidance of company through eventual close of business for appropriate compliance with all labor, regulatory and reporting requirements*

**PROJECT/WORK EXPERIENCE (continued):**

**November 2007 through January 2008**

***Argonaut Securities Company - San Francisco, CA (Contract - Accountemps/Robert Half International)***

Industry: Investment and Fund Administration for Levi Strauss Corporation Private Ownership

Title: Full-charge Accounts Payable Administrator ERP/CRM: SAP

* *Interim Full-charge accounts payable administration during maternity leave of Accounts Payable Manager*

**October 2007 through November 2007**

***Wentworth Hauser and Violich - San Francisco, CA (Contract - CFS/Creative Financial Staffing)*** [***http://www.whv.com***](http://www.whv.com)

Industry: Investment and Financial Planning

Title: Accounts Payable Administrator ERP/CRM: Great Plains Platinum (Microsoft Dynamics)

* *Interim Full-charge accounts payable administration during personal leave of Accounts Payable Manager*

**June 2007 through July 2007**

***Hellman & Friedman, LLC - San Francisco, CA (Contract- Accountemps/Robert Half International)*** [***http://www.hf.com***](http://www.hf.com)

Industry: Investment and Financial Planning

Title: Accounts Payable Administrator ERP/CRM: SAP

* *Interim Full-charge accounts payable administration during personal leave of Accounts Payable Manager*

**August 2004 through June 2007**

***Westside Community Services, Inc. - San Francisco, CA (Full-time)*** [***http://westside-health.org***](http://westside-health.org)

Industry: Non-Profit Medical, Mental Health, Family & Educational Services

Title: Accounting Administrator

* *Supervise accounting activities for Payables, Receivables and Payroll for regulatory and audit compliance and administrate efficiency and automation protocols for implementation of FundWare ERP system*

**August 2003 through August 2004**

***City & County of San Francisco - Department of Human Services – San Francisco, CA (Full-time)*** [***http://sfgov.org***](http://sfgov.org)

Industry: Government ERP/CRM: SAP (customized)/MetSys

Title: Assistant to Director/Operations Manager/Data Analyst

* *Reconciliation and closing of Director’s Office upon new Mayoral Administration to comply with regulations. Management of Human Services Facility and design and implementation of Access Database for update and regular upload to Federal Government compliant MetSys Reporting systems*

Description: C:\Users\Sonny Kohler\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\YW7VHI0I\MC900115855[1].gif**EDUCATION:**

State University of New York at Geneseo (SUNY-Geneseo)

Course of Study: Business Administration/Political Science

**Competencies: (advanced to expert)**

**Cloud Applications**:

* Google Docs
* Microsoft Skydrive/Silverlight
* OpenOffice.org
* NetSuite
* QuickBooks Online

**ERP Systems:**

* QuickBooks
* NetSuite
* SAP
* Oracle (to R12)
* Microsoft Dynamics (Great Plains)
* PeopleSoft
* Maconomy
* FundWare
* ACCPAC (Sage 300)
* EPIC

**CRM:**

* SalesForce.com
* Microsoft Dynamics
* SAP AG
* NetSuite

**Analysis & Reporting:**

* Excel
* Monarch
* Crystal Reports
* Cognos
* SSRS

**Database:**

* Access
* Paradox
* FileMaker Pro

**Payroll/Human Resources:**

* ADP
* PayChex
* Intuit Online

**Multi-Media/Publishing/Website:**

* Adobe Acrobat
* Adobe Illustrator
* Adobe Photoshop
* Adobe PageMaker
* Yahoo! Sitebuilder
* Microsoft FrontPage
* Microsoft Publisher
* Word

**Social Media/Sharing:**

* Facebook
* LinkedIn
* Twitter
* Google+
* Skype