

## **Jennifer Thorne**

Accounting and Office Manager

### **Experience**

Jennifer has over nineteen years of accounting and management experience. Prior to coming to Pinnell Busch in February 2003, she served as the accounting manager at a local franchise providing financial accountability for 12 locations in the Northwest. Jennifer prepared reports for and worked closely with the CEO and executive team. Responsibilities included annual budget and sales forecasting meeting reports, monthly, quarterly and annual financial reporting, sales tax filing, inventory tracking, bookkeeping, payroll, and benefits administration. Jennifer conducted monthly audits of stores, and met with managers to review sales goals, inventory control and staffing concerns. With the move from a manual to an automated system, she coordinated the implementation of a POS software system and assisted with training employees.

Since joining Pinnell Busch, Jennifer provides assistance on many projects including budget forecasting and tracking, cost analysis and auditing of residential, condominium, and industry specific construction projects.

### **Accounting & Office Manager**

Jennifer handles all aspects of bookkeeping for Pinnell Busch and ensures financial functions are organized, efficient and accurate. She prepares monthly financials and year-end closeout, expense planning and control, monthly cash forecasting, analysis reports, project budgets, personal property tax reporting, payroll, AP, AR and bank reconciliations. She tracks complex billings and payments for clients when multiple parties are involved. Jennifer has a proven track record of financial leadership, managing multiple assignments efficiently while meeting tight deadlines.

Jennifer is responsible for staff supervision, staff recruitment, personnel records, insurance and 401(k) benefits administration, annual business insurance and contract renewals. She is skilled at report editing to ensure a logical flow of information.

### **Investigative Accounting**

Jennifer has the ability to scrutinize the details yet still see the big picture. She assists in analyzing, interpreting and summarizing financial data in an understandable and supported manner. She reviews relevant documents, collects information, incorporates data into spreadsheets, prepares timelines, analyzes the evidence, and prepares supporting documents and exhibits for litigation.

### **Education**

BA, Psychology, Business Minor, Skidmore College, 1988

### **Professional Development and Community Service**

Official Timing Judge, USA Swimming

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