

**Shawnda Maher**  
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**(303) 486-0002**

## EMPLOYMENT

Harper Hofer & Associates, LLC, 216 16<sup>th</sup> Street, Suite 850, Denver, Colorado 80202. 2016 to present. Business Manager.

Tint Crafters, Centennial, CO. 2014-2016. Part-time Bookkeeper.

Advisory Group, Denver, CO. 2013-2014. Part-time full charge Accountant.

Spinnaker Management Group, Denver, CO. 2008-2012. Accountant

Saunders Construction, Centennial, CO. 2008. Senior Accountant

Horan and McConaty, Aurora, CO. 2005-2008. Controller & Assistant Controller.

## EXPERIENCE

- GAAP Financial Statements
- Budget Forecasting and Business Planning
- Accounts Payable / Accounts Receivable
- Project Cost Accounting
- Payroll (ADP / Paychex, Trinet)
- Human Resources
- Corporate Insurance
- Client and Subconsultant Contracts
- Budgeting
- Project Projections
- Office Management
- Software: QuickBooks, Microsoft Office, NetSuite, Great Plains, Timberline

## EDUCATION

*University of Mary, Bismark, ND. BS in Accounting and Business Administration.*

