



JAMES ALLEN KNAUER
BOOKKEEPER/DATA SCIENTIST

OBJECTIVE

To meet the accounting and customer services needs of businesses located in Kitsap County, Washington.

SKILLS & ABILITIES

- Financial Accounting
- Software Development
- Database Architecture
- Workflow Analysis
- Network Administration
- Business Management
- Property Management
- Non-Profit Administration
- QuickBooks Administration
- Excel/Word Support

VITALS

3302 9th Street
Bremerton, WA 98312

T 323-608-9801

E caljrel@hotmail.com

W jk.tmoa.org

EXPERIENCE

BREMERTON SYMPHONY ASSOCIATION

645 4TH ST STE 206, BREMERTON, WA 98337, 360-373-1722

2014 – PRESENT: FISCAL SERVICES MANAGER

- Full Charge Bookkeeper 8 Hours Per Week
- Manage A/R, A/P, Deposits, and Reconciliations
- Manage Payroll for 20 Employees and 25 Contractors
- Maintain the Monthly and Annual Budget Worksheets
- Provide monthly reporting to the Board of Directors

WESTERN PROPERTY MANAGEMENT

19351 8TH AVE NE STE 151, POULSBO, WA 98370, 360-779-2279

2017 – PRESENT: BOOKKEEPER

- Full Charge Bookkeeper 8 – 12 Hours Per Week
- Manage A/R, A/P, Deposits and Reconciliations
- Manage Loans, Leases, Property Taxes and Insurance

LA DOGWORKS

1014 NORTH HIGHLAND AVENUE LOS ANGELES, CA 90038

2007 – 2014: DIRECTOR, INFORMATION TECHNOLOGY

EDUCATION

MICHIGAN TECHNOLOGICAL UNIVERSITY

Bachelor of Science, Computer Science
Certified Network Engineer

COMMUNICATION

Much of my work involves data translation, which I leverage to easily explain complex data concepts to virtually any audience.

LEADERSHIP

For most of my career, I have served as an independent contractor, allowing me to always find and complete relevant work without supervision.

REFERENCES

ANNA JAMES MILLER, 360-373-1722 (CURRENT SUPERVISOR, BSA)
EMILY AUTHENRIETH, 360-779-2279 (CURRENT SUPERVISOR, WPM)
CLIF NELSON, 517-202-0796 (BUSINESS PARTNER)
TOM CAMERON, 360-792-0508 (BSA BOARD MEMBER)