

Lisa Witnauer  
63 Mallard St.  
Ashland, OR  
541-621-0717  
lwitnauer@yahoo.com

City Of Ashland

Dear Hiring Team,

I am writing in response to your posting for City Recorder/Treasurer.

I am excited about this position because I will be able to contribute to my community by offering my skills and experience in management and accounting.

I am a self-directed, dedicated and technically skilled business professional with a versatile administrative support skill set, developed through 10 years of experience in Accounting, management, payroll processing, employee orientation, workman's compensation and human resources.

I am an independent thinker and problem solver, exercising sound judgment and care in decision-making with a high level of integrity and professionalism willing to go above and beyond.

Currently I am the Accounting Manager for Ashland Partners & Company, LLP in Jacksonville, Oregon.

I have included my resume and letters of recommendation for your review. I look forward to hearing more about the position and the company.

Thank you for your consideration.

Sincerely,

Lisa Witnauer

## LISA WITNAUER

Ashland, OR 97520

541-621-0717

[lwitnauer@yahoo.com](mailto:lwitnauer@yahoo.com)

### Qualifications

I am a self-directed, dedicated and technically skilled business professional with a versatile administrative support skill set, developed through 10 years of experience in Accounting, management, payroll processing, employee orientation, workman's compensation and human resources.

I am an independent thinker and problem solver, exercising sound judgment and care in decision-making with a high level of integrity and professionalism willing to go above and beyond.

Currently I am the Accounting Manager for Ashland Partners & Company, LLP in Jacksonville, Oregon.

### Experience

#### **Accounting Manager, Ashland Partners & Company, LLP, Jacksonville, OR. September 2016-Present**

- Responsibilities include oversight of all necessary day to day accounting responsibilities, including journal entries, accounts payable/ receivable, bank deposits, invoicing, and collections.
- Responsible for quarterly closing and balance sheet book document retention.
- Monthly auditing and reconciliation of balance sheet and profit and loss accounts.
- Monthly bank reconciliation of both domestic and international bank accounts.
- Responsible for quarterly financial reporting for contracted CFO so she is prepared for quarterly Partner presentations.
- Responsible for processing payroll timely and accurately.
- Provided the highest level of support for the annual audit.
- Take pride in knowing I protect the organization's value by keeping information confidential.

#### **Accounting Manager, Big Tree Farms, Inc. Ashland, OR. June 2014-September 2016.**

- Managed all necessary day to day accounting responsibilities, including journal entries, accounts payable/ receivable, bank deposits, invoicing, collections, etc.
- Implemented the integration of MYOB accounting software and Ostendo, ERP enterprise resource planning software.
- Established and implement companies accounting policies and interpret guidance in regards to accounting transactions.
- Responsible for the monthly close as well as maintenance of all accounting ledgers including, bank reconciliation and all revenue and expense account reconciliations

- Prepared of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports. Produce financial reports and statements for our Indonesian entity for month and year-end consolidated reports.
- Provided timely explanations of variances between actual results and forecasts/budgets; provided corrective action recommendations to management, where necessary.
- Performed internal audits to reinforce proper accounting practices by other members and departments.
- Responsible for hiring and managing employees in the Accounting Department.
- Responsible for Human Resources, including hiring paperwork, maintaining personnel files, creating vacation holiday and sick time policy.
- Processed payroll timely and accurately including wage garnishment and benefit accrual
- Coordinated and completed annual audits
- Drafted and enforced accounting policies and procedures in connection with auditor recommendations.
- Protected organization's value by keeping information confidential.

**Accountant/Office Manager- Skylark Assisted Living, Woollard Ipsen Management.  
Sept 2008-June 2014**

- Worked closely with the company controller, administrator and department heads
- Prepared and analyzed all monthly financial statements
- Issued weekly expense tracking reports to all department managers so they can maintain their individual budgets
- Responsible for the facility's accounts payable, accounts receivable, payroll, cash records and general ledger
- Responsible for understanding and calculating Medicaid adjustments
- Processed payroll timely and accurately including wage garnishment and benefit accrual
- Filed all workman's compensation claims and follow through with EAIP subsidy requests
- Maintained all personnel, confidential and resident files according to retention requirements
- Initiated and tracked FMLA/OFLA protected leave
- Conducted employee orientation and criminal background checks (Authorized Designee)
- Understands that all employee and company information must be conducted in a confidential and professional manner

**Owner/Operator- Bento Phoenix, Phoenix, OR.  
May 2005-July 2008**

- Owner/Operator of a small business for over three years.
- Created Menu and food cost controls.
- Oversaw all daily operations and bookkeeping using QuickBooks.
- Prepared monthly and year-end Profit and Loss statements and Balance Sheets.
- Processed Payroll , filed quarterly payroll taxes, filed year end taxes W-3, 940, 941 and employee W2.
- Hired, trained and managed my entire staff.

**Education**

Southern Oregon University 1993-1997 - Bachelor's Degree, Art History 3.6 GPA

Rogue Community College 1998-2000 - Accounting 4.0

- Accounting I
- Accounting II
- Federal Taxation

## Key Skills

Accounting, Management, Office Management, Accounts Receivables, Accounts Payable, General Ledger, ADP Payroll Processing, QuickBooks, MYOB Accounting software, ACPACC Accounting software, Ostendo ERP software, Excel, Human Resources, Workman's compensation, FMLA/OFLA Leave, Employee Orientation

## References

Shalon Zimmerman, Human Resources Generalist, Ashland Partners & Company	541-857-8800
Frederick Schilling, Chief Brand Officer, Big Tree Farms, Inc.,	541-778-3465
Mary Heckenlaible, Operations Manager, Big Tree Farms, Inc.,	541-778-3468
Linda Roberson, Controller, Woollard Ipsen Management	541-773-2771

06/16/16

To Whom It May Concern:

Over the course of the 2 years that Mrs. Witnauer has been employed at Big Tree Farms, she has shown unencumbered interest to learn new complex tasks that are required in our international company. Big Tree Farms operates in a fast paced business environment that requires individuals to stay focused, on task and be able to pivot quickly in order to get the job done. Lisa has continually performed while under these pressures.

In her tenure at Big Tree Farms, as US Accounting Manager, her responsibilities included; managing US accounting, acting as US based point person in our first company wide audit (Mazars and Moss Adams) and HR management for the US entity.

Of particular note is her acting as the point person in the US for our first company wide audit. Without having any prior experience with audits and with a daunting workload to meet deadlines, Lisa's perseverance helped accomplish this requirement.

Lisa is reliable, dedicated and a driven individual with a strong desire to solve problems in accounting and ensure any issue is resolved. She is a friendly, caring individual who will do what has to be done to ensure the job gets done.

Organized and diligent, Lisa quickly learned technology systems and software that were unfamiliar to her when she first started with BTF and continued to learn new systems as BTF progressed.

Lisa is a hardworking, diligent accounting manager. She has my highest recommendation, and I am happy to furnish more details if you would like additional information.

Sincerely,

Frederick Schilling  
Founder/CBO  
Big Tree Farms  
M: 541-778-3465  
fs@bigtreefarms.com



## Woollard Ipsen Management

June 15, 2016

Re: Personal Recommendation  
Lisa Witnauer

To Whom It May Concern:

Lisa Witnauer was employed by Skylark Assisted Living, LLC from September 25, 2008 until June 18, 2014. I had the privilege of being one of her supervisors during her time of employment. Lisa's title as office manager included a wide variety of job duties. Her primary duty was bookkeeping, but included other job duties such as, administering workers compensation claims, new hire orientation and assisting operations in many other tasks.

In the time Lisa worked for Skylark Assisted Living, LLC she proved to be very responsible, trustworthy, hardworking, detail orientated and a good communicator. She has a strong desire to excel in all aspects of her work. The high degree of integrity and professionalism Lisa has exhibited allowed a certain piece of mind as a supervisor in a different location.

I truly enjoyed working with Lisa and hated to see it end. Please consider this a high recommendation in her ability to adapt to any career in the realm of her experience.

Sincerely,

Linda Roberson  
Controller  
Woollard Ipsen Management, LLC