

MEGAN MATHESON

BUSINESS CONSULTANT

Highly motivated and detail-oriented Accounting Professional with strong experience in financial reporting, bookkeeping, and data analysis. Skilled in preparing financial statements, managing accounts payable/receivable, and performing reconciliations with a high level of accuracy. Known for strong analytical thinking, problem-solving abilities, and maintaining compliance with accounting standards.

WORK EXPERIENCE

Consultant | Logical, LLC PRESENT

Proprietary owner and founder of business providing financial insight to small business in USA and Canada. Specializing in establishing and protocols for small business in need of administrative consulting and other business related needs.

Financial Consultant | Ojai Print Works November 2023 – June 2024

Historical Bookkeeper, hired to provide financials needed to complete tax filings for 2 previous years. Helped streamline administrative tasks and document new implemented protocols.

Bookkeeper | Sespe Creek Collective February 2021 – December 2024

Managed the corporate Quickbooks Online Account by providing monthly financial statements. Key responsibilities creating systems and protocols to comply with state regulations, cash handling, financial statements, and taxes.

Consultant | Symo Global & Co. April 2018 – Sept 2021

Oversaw and managed all shipping, FBA sales, and customer service. Key content creator and Administrator for KARTRA and organizing the original content for consumers. Tested and reported bugs and features to the developers and executives for Parsimony ERP system, which provided essential insight for their product launching.

Executive Assistant | Grow Your Wealth Financial Planning April 2017 – Sept 2018

Managed the financial profiles for clients and the CRM for the financial planners. Also efficiently managed the company scheduling and calendar. As a start up company my position was to ensure success for the business owner by streamlining tasks and implementing new systems.

Cheif Accountant | ACDC Marine Inc. June 2014 – January 2017

Managed all accounts payable and receivable. Maintained top-notch customer service and technical support. Designed and managed the eCommerce sales on Amazon, eBay, Wordpress, Craigslist, Etc. while also responsible as the shipping warehouse Manager.

CONTACT

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SKILLS

Specialized Qualifications

- Financial Analysis
- Budgeting & Forecasting
- Accounts Payable/Receivable
- Historical Bookkeeping
- Tax Preparation
- Bank Reconciliations
- Auditing
- Human Resources
- Administrative Systemization
- Problem Solving
- Bookkeeping for Non-Profits

TOOLS

- Quickbooks and Quickbooks Online
- ERP Systems
- Excel, Google Drive
- Invoicing Tools
- Shopify
- Canva
- Kartra

EDUCATION

Associates Degree in Business

Peirce College
Sep 2006 - Oct 2008

- Specialization in Financial Management.